SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address (es):

Federal Acquisition Regulation (FAR) clauses:
https://acquisition.gov/far/

NASA FAR Supplement (NFS) clauses:
http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm

(End of provision)

L.2 LISTING OF PROVISIONS INCORPORATED BY REFERENCE

Federal Acquisition Regulation (48 CFR Chapter I)

PROVISION NUMBER	TITLE	DATE
52.204-7	System for Award Management	JUL 2013
52.211-14	Notice of Priority Rating for National Defense, Emergency Preparedness and Energy Program Use *(√DO rated order)*	APR 2008
52.214-34	Submission of Offers in the English Language	APR 1991
52.214-35	Submission of Offers in the U.S. Currency	APR 1991
52.215-1	Instructions to Offerors – Competitive Acquisition	JAN 2004
52.215-16	Facilities Capital Cost of Money	JUN 2003
52.215-22	Limitations on Pass-Through Charges--Identification of Subcontract Effort	OCT 2009

52.222-24	**Preaward On-Site Equal Opportunity Compliance Evaluation**	**FEB 1999**
52.222-46	**Evaluation of Compensation for Professional Employees**	**FEB 1993**
52.237-1	**Site Visit**	**APR 1984**
52.237-10	**Identification of Uncompensated Overtime**	**OCT 1997**

(End of provision)

NASA FAR Supplement (48 CFR Chapter 18)

CLAUSE NUMBER	**TITLE**	**DATE**
1852.227-71	**Requests for Waiver of Rights to Inventions**	**APR 1984**

(End of provision)

L.3 FAR 52.215-20 REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA OR DATA OTHER THAN COST OR PRICING DATA (OCT 2010)

(a) *Exceptions from certified cost or pricing data*. (1) In lieu of submitting certified cost or pricing data, Offerors may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

(i) *Identification of the law or regulation establishing the price offered*. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(ii) *Commercial item exception*. For a commercial item exception, the Offeror shall submit, at minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price for this acquisition. Such information may include -

(A) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a

copy or describe current discount policies and price lists (published or unpublished), *e.g.*, wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;

(B) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;

(C) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The Offeror grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the Offeror's determination of the prices to be offered in the catalog or marketplace.

(b) *Requirements for certified cost or pricing data*. If the Offeror is not granted an exception from the requirement to submit certified cost or pricing data, the following applies:

(1) The Offeror shall prepare and submit certified cost or pricing data, data other than certified cost or pricing data, and supporting attachments in accordance with the instructions contained in Table 15-2 of FAR 15.408, which is incorporated by reference with the same force and effect as though it were inserted here in full text. The instructions in Table 15-2 are incorporated as a mandatory format to be used in this contract, unless the Contracting Officer and the Contractor agree to a different format and change this clause to use Alternate I.

(2) As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter contracts), the Offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406-2.

(End of provision)

L.4 TYPE OF CONTRACT

The Government contemplates award of a **Cost-Plus-Fixed Fee (CPFF)/Indefinite Delivery Indefinite Quantity (IDIQ)** contract resulting from this solicitation. The phase-in effort will be **Firm-Fixed Price**.

(End of provision)

L.5 FAR 52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Stacy G. Houston, Contracting Officer
NASA Johnson Space Center
Mail Code: BH2
2101 NASA Parkway
Houston, TX 77058

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

L.6 FAR 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any NASA FAR Supplement (48 CFR Chapter 18) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

L.7 NFS 1852.215-77 PREPROPOSAL/PRE-BID CONFERENCE (DEC1988)

(a) A preproposal/pre-bid conference will be held as indicated below:

Date:	**December 5, 2013**
Time:	**9:00am – 11:00am**
Location:	**Gilruth Conference Center**

A maximum of **3** participants from each company may attend. Please provide the company name and name of the attendees to Stacy G. Houston email at stacy.g.houston@nasa.gov by **November 29, 2013.**

*The web site for this solicitation is http://procurement.jsc.nasa.gov/sstII

QUESTIONS REGARDING INFORMATION PRESENTED AT THE PREPROPOSAL/PREBID CONFERENCE MUST BE PRESENTED IN WRITING and should be submitted to the point of contact listed in section L.14 by **December 2, 2013**. Oral questions will not be accepted.

(b) Attendance at the preproposal/pre-bid conference is recommended; however, attendance is neither required nor a prerequisite for proposal/bid submission and will not be considered in the evaluation.

(End of provision)

L.8 NFS 1852.223-73 SAFETY AND HEALTH PLAN (NOV 2004)

(a) The Offeror shall submit a detailed safety and occupational health plan as part of its proposal (see NPR 8715.3, NASA Safety Manual, Appendices). The plan shall include a detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of Contractor employees and to ensure the safety of all working conditions throughout the performance of the contract.

(b) When applicable, the plan shall address the policies, procedures, and techniques that will be used to ensure the safety and occupational health of the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), and high-value equipment and property.

(c) The plan shall similarly address subcontractor employee safety and occupational health for those proposed subcontracts that contain one or more of the following conditions:

(1) The work will be conducted completely or partly on premises owned or controlled by the government.

(2) The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.

(3) The work, regardless of place of performance, involves hazards that could endanger the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high

value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) regulations (if applicable).

(4) When the assessed risk and consequences of a failure to properly manage and control the hazards warrants use of the clause.

(d) This plan, as approved by the Contracting Officer, will be included in any resulting contract.

(End of provision)

L.9 NFS 1852.231-71 DETERMINATION OF COMPENSATION REASONABLENESS (MAR 1994)

(a) The proposal shall include a total compensation plan. This plan shall address all proposed labor categories, including those personnel subject to union agreements, the Service Contract Act, and those exempt from both of the above. The total compensation plan shall include the salaries/wages, fringe benefits and leave programs proposed for each of these categories of labor. The plan also shall include a discussion of the consistency of the plan among the categories of labor being proposed. Differences between benefits offered professional and non-professional employees shall be highlighted. The requirements of this plan may be combined with that required by the clause at FAR 52.222-46, "Evaluation of Compensation for Professional Employees."

(b) The Offeror shall provide written support to demonstrate that its proposed compensation is reasonable.

(c) The Offeror shall include the rationale for any conformance procedures used or those Service Contract Act employees proposed that do not fall within the scope of any classification listed in the applicable wage determination.

(d) The Offeror shall require all service subcontractors (1) with proposed cost reimbursement or non-competitive fixed-price type subcontracts having a total potential value in excess of $500,000 and (2) the cumulative value of all their service subcontracts under the proposed prime contract in excess of 10 percent of the prime contract's total potential value, provide as part of their proposals the information identified in (a) through (c) of this provision.

(End of provision)

L.10 NFS 1852.233-70 PROTESTS TO NASA (OCT 2002)

Potential bidders or Offerors may submit a protest under 48 CFR Part 33 (FAR Part 33) directly to the Contracting Officer. As an alternative to the Contracting

Officer's consideration of a protest, a potential bidder or Offeror may submit the protest to the Assistant Administrator for Procurement, who will serve as or designate the official responsible for conducting an independent review. Protests requesting an independent review shall be addressed to Assistant Administrator for Procurement, NASA Code H, Washington, DC 20546-0001.

(End of provision)

L.11 NFS 1852.245-80 GOVERNMENT PROPERTY MANAGEMENT INFORMATION (JAN 2011)

(a) The Offeror shall identify the industry leading or voluntary consensus standards, and/or the industry leading practices, that it intends to employ for the management of Government property under any contract awarded from this solicitation.

(b) The Offeror shall provide the date of its last Government property control system analysis along with its overall status, a summary of findings and recommendations, the status of any recommended corrective actions, the name of the Government activity that performed the analysis, and the latest available contact information for that activity.

(c) The Offeror shall identify any property it intends to use in performance of this contract from the list of available Government property in the provision at **"Not Applicable"**.

(d) The Offeror shall identify all Government property in its possession, provided under other Government contracts that it intends to use in the performance of this contract. The Offeror shall also identify: The contract that provided the property, the responsible Contracting Officer, the dates during which the property will be available for use (including the first, last, and all intervening months), and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent, the amount of rent that would otherwise be charged in accordance with FAR 52.245-9, Use and Charges (June 2007), and the contact information for the responsible Government Contracting Officer. The Offeror shall provide proof that such use was authorized by the responsible Contracting Officer.

(e) The Offeror shall disclose cost accounting practices that allow for direct charging of commercially available equipment, when commercially available equipment is to be used in performance of the contract and the equipment is not a deliverable.

(f) The Offeror shall identify, in list form, any equipment that it intends to acquire and directly charge to the Government under this contract. The list shall include a

description, manufacturer, model number (when available), quantity required, and estimated unit cost. Equipment approved as part of the award need not be requested under NFS clause 1852.245-70,

(g) The Offeror shall disclose its intention to acquire any parts, supplies, materials or equipment, to fabricate an item of equipment for use under any contract resulting from this solicitation when that item of equipment:

Will be titled to the government under the provisions of the contract; is not included as a contract deliverable; and the Contractor intends to charge the costs of materials directly to the contract. The disclosure shall identify the end item or system and shall include all descriptive information, identification numbers (when available), quantities required and estimated costs.

(h) Existing Government property may be reviewed at the following locations, dates, and times: **"Not applicable".** *"NOTE: Information required in this NFS 1852.245-80 shall be submitted as a separate tab after the property management Plan unless stated otherwise in this RFP."*

(End of provision)

L.12 JSC SUPER-FLEX WORK SCHEDULE

Super-Flex is a work schedule devised by NASA to encourage civil servants to make one weekday of every federal pay period a Super-Flex day, to the extent that mission priorities allow. The Super-Flex work schedule allows NASA employees to compress an 80 hour work pay period spanning 10 work days into 9 work days. The expectation is that the same amount of work will be accomplished over a 9 work day period as over a 10 work day period. Alternatively, a NASA employee may be permitted to take advantage of the "Work From Anywhere" program instead of taking off on Super-Flex day. Currently Super-Flex work schedules are in the pilot program stage and have not been fully implemented site-wide. If implemented as a site-wide cost saving program, during Super-Flex days, the Center will operate as if it is in a standard weekend mode on those Super-Flex Fridays.

JSC does not require that our contractor team members adopt a matching schedule; however, Offerors should be aware that many civil servant customers will not be onsite on Super-Flex days. In the event that the Super-Flex schedule is fully implemented, Offerors will need to accommodate the Super-Flex work schedule by permitting its employees follow the Super-flex work schedule or operate from a "Work From Anywhere" mode. "Work From Anywhere" includes options such as telework or work from an offsite contractor location.

(End of Provision)

L.13 AVAILABILITY OF SPECIFICATIONS

(a) For the purpose of this RFP, the Technical Reference Library contains the official versions of applicable and reference documentation. No other version of the documentation should be used.

(b) All technical documentation which is incorporated directly by reference in this solicitation may be obtained from the SST II Technical Reference Library which is available online at the following url:

http://procurement/jsc.nasa.gov/sstII/

(c) In order to obtain a User-ID and password to access the documents above, please e-mail the following information to the Contract Officer at stacy.g.houston@nasa.gov:

- Request for access to the Technical Reference Library
- Requestor's Name
- Full Company Name
- Company Address
- Company Security Point of Contact
- Phone Number
- Foreign Company (Yes/No)
- CAGE Code

(d) All copy-righted technical documentation which is incorporated directly by reference in this solicitation cannot be placed on the SST II Technical Reference Library. If the Offeror desires to have these copy-righted documents to prepare their proposal they must be obtained, at the bidder's expense, from the organization that develops, establishes and/or publishes those documents.

(e) Upon request, the Contracting Officer will furnish to the Offeror NASA technical documents not incorporated by reference.

(End of provision)

L.14 COMMUNICATIONS REGARDING THIS SOLICITATION

(a) Questions or comments regarding this solicitation must be submitted in writing, cite the solicitation number, and be directed to the following Government representative:

Name: Stacy G. Houston
Email: stacy.g.houston@nasa.gov

Address: NASA Johnson Space Center
Projects Procurement Office
Attn: Stacy G. Houston/BH2
2101 NASA Parkway
Houston, TX 77058-3696

Oral questions will not be answered due to the possibility of misunderstanding or misinterpretation.

(b) Questions or comments shall be submitted no later than **December 9, 2013** to allow for analysis and dissemination of responses in advance of the proposal due date.

(c) Questions or comments shall not be directed to the technical activity personnel.

(End of provision)

L.15 PROPOSAL MARKING AND DELIVERY

(a) Methods of Proposal Delivery

Proposals shall be delivered to the designated proposal receiving office by one of the following methods:

U.S. Postal Service
Commercial Delivery Service
Delivery by company employee or other individual agent

Regardless of the method of delivery chosen, the Offeror is responsible for delivery of the proposal to the designated receiving office no later than the date and time stated on the Standard Form 33.

(b) External Marking of Proposal Package(s)

All proposal packages must be closed, sealed, and marked in large letters **"PROPOSAL – DELIVER UNOPENED"**. Proposals packages must include the solicitation number, the contracting officer's name, mail code/stop, and the Offeror's name and address clearly marked on the outside of the package.

The Offeror shall include a notice on the cover of the proposal package as follows:
"NOTICE: THIS PROPOSAL MUST BE DELIVERED TO THE SPECIFIED

ADDRESS NO LATER THAN (OFFEROR—ENTER DATE AND TIME)."

(c) Delivery Address

Proposals must be delivered no later 2:00 PM local time on the designated due date, **See L.19** to:

NASA Johnson Space Center
Attention: Stacy G. Houston/BH2
Central Receiving, Bldg 420
2101 NASA Parkway
Houston, TX 77058-3696

Each Offeror is encouraged to notify the Contracting Officer one day in advance of the proposal submission.

JSC Central Receiving can only be accessed through JSC Gate 4, which is located off Space Center Boulevard. The Offeror is strongly encouraged to notify the Contracting Officer one day in advance of the proposal submission. Proposals will be considered to be timely if the proposal package arrives in Building 420 by the due date and time.

(End of provision)

L.16 PERIOD COVERED BY PROCUREMENT

This solicitation covers a 5-year base period. There are no option periods. The total potential period of performance is 5 years. For contracting purposes, this total period is as follows:

Table L-1: Period of Performance

Anticipated Dates	Duration	Contractual Coverage
July 17, 2014 – August 31, 2014	45 Days	Phase-In
September 1, 2014 – August 31, 2019	5 years	Base Period

Offerors shall submit cost proposals for each year in the base period. More information on preparation of the cost proposals is contained later in Section L under instructions related to the Cost Proposal, Volume IV.

L.17 FACILITIES AND SEATS AVAILABLE ON-SITE

The current plan for the SSTII contractor is to use existing facilities on-site at JSC for personnel who will directly support the accomplishment of the contract

requirements. Installation Provided Facilities listed in Table L-2 are operated and maintained by the supported organizations in which SR&SD has a presence. These facilities include office and laboratory spaces.

Table L-2 Installation Provided Facilities

Building	Name	Seats Available
9N	Virtual Reality Lab	4
16	Trick Lab	30
32	Lab	3
16	TS21	60

L.18 OFFEROR ACCEPTANCE PERIOD

Proposals submitted in response to this solicitation shall remain firm for at least 180 days after the date specified for receipt by the Government and shall contain a statement to this effect.

(End of provision)

L.19 PROPOSAL ARRANGEMENT, PAGE LIMITATIONS, COPIES, AND DUE DATES

(a) The entire proposal is due by **February 24, 2014** at 2:00 p.m. local time. Proposal Volume III, Past Performance is requested early by **January 10, 2014** at 2:00 p.m. local time, but not officially due until the proposal submittal date. The delivery location is specified in L.15, Proposal Marking and Delivery.

(b) Offerors shall arrange their proposals as set forth below.

Table L-3: Overview of Proposal Volumes, Page Limitations, Copies, and Format

Volume No.	Title	Page Limit	Hard Copy	CD-ROM	Format
	Mission Suitability (Volume I & II)	**250**			
I.	**Management Approach and Plans**		**10**	**2**	
	(MA-1) Management Plan (DRD 3)	Included in 250			MS Word
	(MA-2) Staffing and Retention Approach	Included in 250			MS Word
	(MA-2) Total Compensation Plan (DRD 7)	No Limit			MS Word
	(MA-3) Key Personnel Approach	No Limit			MS Word
	(MA-4) Quality Management System	Included in 250			MS Word
	(MA-5) Contract Phase-in Plan (DRD 5)	Included in 250			MS Word
	(SB-1) Small Business Utilization	No Limit			MS Word
	(SA-1) Safety and Health Plan (DRD 6)	No Limit			MS Word
II	**Technical Approach**		**10**	**2**	
	(TA-1) Specific Technical Understanding and Resources (DRD 4)	Included in 250			MS Word
III	**Past Performance**		**6**	**2**	
	Past Performance Description	No Limit			MS Word
	Past Performance Attachments	No Limit			MS Excel
IV	**Cost**		**6**	**2**	
	Narrative	No Limit			MS Word
	Templates	No Limit			MS Excel
V	**Model Contract**		**3**	**3**	
	Sections A-J, with all fill-ins completed, and Section K, Representations and Certifications, with all fill-ins completed	No Limit			MS Word
VI	**Eligibility Considerations**	Included in 250	**10**	**2**	MS Word

(c) The proposal text shall be printed on non-glossy white 8 ½ x 11-inch paper with at least one-inch margins on all sides. The metric standard format most closely approximating the described standard 8 ½ x 11-inch size may also be used. Except for Volume IV Cost Proposal, all volumes shall be prepared and submitted using a non-compressed Arial font with single-spaced 12 point text printed on both sides of the sheet. A single column format per page is

acceptable. Multiple column formats per page are not acceptable. Each side of the sheet, tab, or divider containing proposal material will be counted as a page. All pages shall be numbered sequentially within each volume. Offerors shall clearly mark and identify each of the pages subject to the page limitations.

Title pages, table of contents, cross-reference matrices, glossaries, acronym lists, page tabs, and section dividers that do not contain information that can be construed as proposal information will not be counted as part of the page limitations.

Tables, charts, graphs, plans, figures, diagrams and schematics shall be used wherever practicable to depict organizations, systems, layout, and implementation schedules. These displays shall contain font sizes no smaller than non-compressed Arial 12 point font, be uncomplicated, legible, and appropriate for the subject matter.

Foldout pages may only be used for large tables, charts, graphs, plans, figures, diagrams and schematics, not for pages of text. Foldouts shall be counted as two pages against the page limitations, shall be printed on one side only, shall not exceed 11 x 17-inches with at least one-inch margins on all sides, and shall fold entirely within the volume.

Volumes shall be separately bound in 3-ring binders that permit the volume to lie flat when open. Staples shall not be used. A cover sheet shall be included on each binder, clearly marked with date of offer, volume number, title, copy number, solicitation number and the Offeror’s name. The same identifying data should be placed on the spine of each binder. Information should not be incorporated by reference. A suitable table of contents shall be provided with each volume for ready reference to sections, tables, and figures. Pages shall be formatted in a standard page style, without the use of columns. All pages in each volume shall be numbered sequentially with Arabic numerals for contents subject to page limitations or with lower case Roman numerals for contents not subject to page limitations (e.g., title pages, tables of contents, and acronym lists). Offerors shall tab each subsection within each volume for ease of reference. Tabs and dividers are not included in the page count limitations.

(d) If final revisions are requested, separate page limitations will be specified in the Government's request for that submission.

(e) Each Offeror is required to submit its proposal in two formats, one conventional hard copy bound format in the quantities specified above, and one in an electronic format in the quantities specified above. The electronic submission must be compatible with the software and hardware specification described below. Electronic media must be labeled or tagged with the RFP Number, Company Name, Date Prepared, an indication of the files or range of files contained on the disks marked and in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and FAR 3.104-5, Disclosure,

Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

(f) Electronic copies of the proposal shall be prepared and submitted in Microsoft Office® 2003 or 2007 applications (Word and Excel). Further, the Microsoft Excel spreadsheets shall be submitted in Microsoft Excel format, and not in a scanned Microsoft Word or Adobe PDF file. To the extent of any inconsistency between data provided electronically and proposal hard copies, the hard copy data will be considered to be the intended data. For electronic submissions, each volume of the proposal should be submitted as a separate electronic file. If a volume extends to multiple disks, the Offeror shall clearly indicate the sequence number. The Offeror shall not embed sound or video files into the proposal files. Minimize the use of scanned images and keep embedded graphics as simple as possible.

(g) A cover sheet should be contained as the first page of each book, clearly marked with volume number, title, solicitation identification, and the Offeror's name. Be sure to apply all appropriate markings, including those prescribed in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and FAR 3.104-5, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

(h) Provide a Cross Reference List that tracks the page and paragraph numbers of the Offer's proposal to the page and paragraph numbers in the Government's instructions. A Cross Reference List shall be submitted in each Volume for that particular volume.

(End of provision)

L.20 INSTRUCTIONS FOR PROPOSAL PREPARATION AND DELIVERY

NOTE TO OFFERORS: For a better and more complete understanding of this part of Section L, you should also refer to Section M. The instructions in this part of Section L are directly related to the evaluation factors set forth in Section M.

INTRODUCTION

In providing these instructions, the Government's intention is to solicit information that will permit a competitive evaluation of the Offeror's proposal. The information solicited will demonstrate the Offeror's competence and capability to successfully complete the requirements specified in the **Software, Robotics, & Simulation Division (SRSD) Simulation and Software Technology II (SST II) Statement of Work (SOW)**. Generally, the proposal shall:

(a) Demonstrate understanding of the overall and specific requirements of the proposed Contract; convey the company's capabilities for transforming understanding into accomplishment; provide in detail, the plans and methods for so doing; and provide, as requested below, the cost/price associated with so doing.

(b) The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and substantiation of all information. The proposal should not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the Offeror intends to meet these requirements.

(c) Elaborate brochures or documentation, detailed artwork, or other superfluous embellishments are unnecessary and are not desired, unless specifically requested in a scenario response.

(d) Offerors are requested to provide information responsive to the items set forth below. This information is considered essential for the Government to conduct a fair and uniform evaluation of proposals in accordance with the evaluation factors and subfactors provided in Section M. The items listed are not, however, all-inclusive and you should include in your proposals any further discussion you believe to be necessary or useful in demonstrating your ability to perform the work under this Contract.

(e) The instructions in this part of Section L are directly related to the evaluation factors set forth in Section M.

Table L-4 Cross Reference from Section L to Section M

	Section L Provisions	Provision #		Section M Provisions	Provision #
Mission Suitability Factor 1: VOLUME I- Management Approach and Plans					
MA1	Overall Management Approach	L.21.1		Subfactor 1- Management Approach & Plans	M.6.1
MA2	Staffing/Retention Approach	L.21.1		Subfactor 1- Management Approach & Plans	M.6.1
MA2	Total Compensation Plan	L.21.1		Subfactor 1- Management Approach & Plans	M.6.1
MA3	Key Personnel	L.21.1		Subfactor 1- Management Approach & Plans	M.6.1
MA4	Quality Management System	L.21.1		Subfactor 1- Management Approach & Plans	M. 6.1
MA5	Phase-In Plan	L.21.1		Subfactor 1- Management Approach & Plans	M.6.1
SB1	Small Business Utilization	L.21.1		Subfactor 3- Small Business Utilization	M.6.1
SA1	Safety and Health Plan	L.21.1		Subfactor 4 – Safety and Health Plan	M.6.1
Mission Suitability Factor 1: VOLUME II- Overall Technical Approach					
TA1	Specific Technical Understanding and Resources	L.21.2		Subfactor 2 – Overall Technical Approach	M.6.2
VOLUME III- Past Performance Factor					
	Past Performance Factor	L.21.3		Factor 2 – Past Performance Factor	M.6.3
VOLUME IV- Cost/Price Evaluation Factor					
	Cost/Price Evaluation	L.21.4		Factor – Cost/Price Evaluation Factor	M.6.4
VOLUME V- Model Contract					
	Model Contract with Reps and Certs (Sections A-K, with fill-ins)	L.21.5		Model Contract with Reps and Certs (Sections A-K, with fill-ins)	M.6.5
VOLUME VI- Eligibility Considerations					
	Eligibility Considerations	L.21.6		Eligibility Considerations	M.6.6

(End of Provision)

L.21 PROPOSAL CONTENT

L.21.1 Volume I, Management Approach and Plans (Mission Suitability Subfactor 1)

The Offeror management approach for fulfilling the contract requirements will be evaluated in accordance with the subfactor elements as discussed below:

MA1 Overall Management Approach

The Offeror shall provide in Volume I their Overall Management approach for fulfilling all contract requirements as required in the Management Plan DRD 3.

MA2 Staffing/Retention Approach

The Offeror shall provide in Volume I their Staffing/Retention approach for fulfilling all contract requirements as required in the Total Compensation Plan DRD 7. The Total Compensation Plan must correspond with the data provided on the Compensation Templates (a) through (e).

In addition to the Total Compensation Plan, provided in accordance with the requirements of DRD 7, the following is also required:

(1) Describe your proposed training program for new hires and how, once on the job, employee training and any required certification will be accomplished.

Note: Information relating to the wages, salaries and fringe benefits of employees shall be included in Total Compensation Plan.

Total Compensation Plan (Subfactor 1)

Total compensation plans should identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees for both the prime and all major subcontractors (over $1 million in total value per year).

(1) Provide a Total Compensation Plan in accordance with DRD 7, Total Compensation Plan.

Your total compensation plan must correspond with the data provided on Total Compensation Templates (a), (b), (c), (d), and (e) contained in Volume IV, Cost Proposal.

MA3 Key Personnel

The Offeror shall discuss its approach and rationale for identifying, selecting, filling, and retaining Key Positions (including Key Positions of Teaming Partners and subcontractors). The Offeror shall address the Key Personnel positions listed/proposed in Clause H.4 Key Personnel and Facilities. The Offeror shall provide the basis for selecting the proposed Key Positions, and the basis for selection of the individuals and a summary of their qualifications to fill those positions. Describe the minimum qualification standards (training, certifications, type and length of experience, etc.) you will use to replace key personnel, if required, during the term of the contract. Provide this information for each key position. Describe how you will ensure key personnel will maintain the minimum qualification standards.

For the proposed key personnel listed in Clause H.4, provide their education (including licenses and certifications), current position, current significant responsibilities or projects, previous positions, and professional activities and achievements (including patents and significant publications), in accordance with Attachment L-07. Additionally, the Offeror shall provide evidence of commitment, for each individual proposed for a key position.

If Key Personnel are currently being proposed for other contracts, or for other reasons are not planned to be 100% dedicated to this Contract, describe the level of commitment proposed. Please discuss your rationale for how the work can be effectively performed with Key Personnel who are not fully committed to this Contract. Include in the discussion, scenarios that may lead to less than their full commitment to this Contract and any alternatives you propose. If the commitment of Key Personnel is contingent upon the outcome of another competition, alternate Key Personnel should be proposed along with evidence of commitment.

MA4 Quality Management System

The Offeror shall provide in Volume I their Overall Management approach for fulfilling all contract requirements in accordance with the JSC Quality Management System and shall ensure work involving this contract performed off-site is in accordance with SAE AS9100.

MA5 Contract Phase-in Plan

The Offeror shall provide in Volume I their Contract Phase-in approach for fulfilling all contract requirements as required in the Contract Phase-In Plan DRD 5.

SB1 Small Business Utilization (Mission Suitability Subfactor 3) (Small Business Offerors are not required to respond)

All Offerors, except Small Businesses, must complete the portion of the instructions under Small Business Subcontracting specific to the Small Business Subcontracting Plan (FAR 52.219-9, "Small Business Subcontracting Plan and its Alternate II"). Small Businesses are not required to submit Small Business Subcontracting Plans; however, small businesses are required to indicate the amount of effort proposed to be done by a small business either at the prime level or at the first tier subcontract level.

SBU 1 Small Business Subcontracting – Small Business Subcontracting Plan

(1) Small Business Subcontracting Plan (the Plan) Required by the FAR:

(a) This solicitation contains FAR Clause 52.219-9, "Small Business Subcontracting Plan and its Alternate II". The Plan described and required by the Clause, including the associated subcontracting percentage goals and subcontracting dollars, shall be submitted with your proposal via the Small Business Subcontracting Plan.

(b) The Contracting Officer's assessment of appropriate subcontracting goals for this acquisition, expressed as a percent of TOTAL CONTRACT VALUE (basic and all options combined), is as follows:

Table L-5: Small Business Goals

Small Business Category	Goal
Small Business (SB) Goal	23%
*Small Disadvantaged Business (SDB)	5%
Women Owned Small Business (WOSB)	3.5%
HUBZone Business	3%
Veteran Owned Small Business (VOSB)	2%
Service Disabled Veteran Owned Small Business (SDVOSB)	1.5%
Historically Black College or University/Minority Institutions (HBCU/MI)	1%

* Although 15 U.S.C. 637(d) requires subcontracting plans to contain information about SDB concerns, case law prevents the Government from giving evaluation credit to business types based on race or ethnicity unless those businesses are in under-represented industries. The Section M

evaluation for SDB participation ensures that the Government only evaluates participation of SDBs in industries that are designated by the Department of Commerce as underrepresented. For purposes of the Small Business Subcontracting Plan, the proposed subcontracting goal for SDBs will be evaluated based upon the SDB's status as a small business.

(c) The numbers above reflect the Contracting Officer's assessment of the appropriate subcontracting goals to be achieved at the completion of contract performance. If it is anticipated that the proposed small business goals will not be met by the submission of the first Individual Subcontracting Report (ISR) for this effort as required by FAR 52.219-9, "Small Business Subcontracting Plan and its Alternate II", the Offeror should discuss as part of their Small Business Subcontracting Plan their approach to include timeline for meeting the Small business goals and the associated rationale.

(d) The stated goals represent the minimum for the SST II contract. The Offeror shall document the methodology used to determine their small business goals, and their approach to successfully managing the subcontractor and consistently meeting the higher proposed goals in the face of the uncertain environment facing JSC. Offerors shall also address their approach for managing the subcontractor for both positive and negative performance. The Offeror shall also describe in detail their approach for managing and maintaining high goals with an uncertain and unpredictable workload and constant workload fluctuation.

(e) The Plan submitted with the proposal shall be incorporated in Section J as the Small Business Subcontracting Plan, Attachment J-8, of the resulting contract. The requirements in the Plan must flow down to first tier large business subcontracts expected to exceed $650,000 or $1,500,000 for construction of a public facility. Although these first tier large business subcontractors are encouraged to meet or exceed the stated goals, it is recognized that the subcontracting opportunities available to these subcontractors may differ from those suggested in the solicitation based upon the nature of their respective performance requirements.

(f) Offerors are advised that a proposal will not be rejected solely because the submitted Plan does not meet the NASA recommended goals that are expressed in the paragraph above in terms of percent of TOTAL CONTRACT VALUE (basic and all options combined). NASA will consider the amount of work being retained for performance by the prime contractor in-house and the associated rationale when determining whether a subcontracting plan is acceptable. Offerors shall discuss the rationale for any goal proposed that is less

than the Contracting Officer's recommended goal in any category. In addition, the Offeror shall describe the efforts made to establish a goal for that category and what ongoing efforts, if any, the Offeror plans during performance to increase participation in that category.

(g) In addition to submitting a Small Business Subcontracting Plan required by FAR 52.219-9, "Small Business Subcontracting Plan and its Alternate II", Offerors shall complete Attachment L-12, SMALL BUSINESS SUBCONTRACTING TABLES, which requests a breakdown of the Offeror's proposed goals, by small business category, expressed in terms of both a percent of TOTAL CONTRACT VALUE and a percent of TOTAL PLANNED SUBCONTRACTS. Offerors shall modify the exhibit to show the proposed subcontracting goals for the basic contract requirement and each option separately.

SBU 2 Commitment to the Small Business Program:

(a) All Offerors shall briefly describe work that will be performed by small businesses. Proposals should also identify any work to be subcontracted that is considered "high technology." High Technology is defined as research and development efforts that are within or advance the state-of-the-art in technology discipline and are performed primarily by professional engineers, scientists, and highly skilled and trained technicians or specialists. Offerors shall describe any potential risks or impacts to seamless performance throughout the site when subcontracting out such efforts.

(b) If the subcontractor(s) is (are) known, Offerors must connect the work to the subcontractor and specify the extent of commitment to use the subcontractor(s) (enforceable vs. non-enforceable commitments).

(c) All Offerors shall provide information demonstrating the extent of commitment to utilize small business concerns and to support their development. Information provided should include a brief description of established or planned procedures and organizational structure for Small Business outreach, assistance, participation in the Mentor Protégé program, counseling, market research and Small Business identification, and relevant purchasing procedures. (For Large Business Offerors, this information should conform to applicable portions of the submitted Small Business Subcontracting Plan.

SA1 Safety and Health Plan (Mission Suitability Subfactor 4)

The Offeror shall provide in Volume I their Safety and Health plan, for fulfilling all

contract requirements as required in the Safety and Health Plan DRD 6.

L.21.2 VOLUME II, OVERALL TECHNICAL APPROACH (MISSION SUITABILITY SUBFACTOR 2)

TA1 Specific Technical Understanding and Resources - The Offerors are required to demonstrate their understanding of the requirements and the specific labor resources needed to successfully perform the requirements of this contract. Since the paragraphs and attachments described in these instructions are also intended to facilitate the technical evaluation of the Offeror's Cost/Price proposal, Offerors should carefully follow these instructions.

The Offeror's response to this section should be consistent with the proposed Overall Management Approach. Likewise, the Full Time Equivalent (FTEs) listed on the Technical Resources Summary Templates (TRSTs) must agree with the resources in the Volume IV, Cost/Price Evaluation Factor. FTEs are defined as the proposed productive hours needed to comprise one average full time employee. This may be one employee or several part time employees. Productive Hours are defined as the total available hours for productive work in a year, excluding overtime, less paid time off.

The Offeror shall provide detailed responses to the Sample Task Orders in Attachments L-01 through L-06. The Sample Task Orders are not intended to represent the full value of the Contract but are intended to evaluate the Offeror's technical understanding and cost realism of typical SST II Work Content. The Sample Task Orders are hypothetical scenarios that give Offeror's an opportunity to demonstrate their understanding of the requirements.

The Offeror shall provide for each Task Order: (a) the specific technical understanding of the requirements; (b) the basis of estimate including any innovations and efficiencies proposed; and (c) provide an estimate in the form of a technical resources summary templates (TRST). This information shall be provided in accordance with paragraphs (a), (b), and (c) below.

(a) Technical Understanding of Requirements

Detail the technical approaches for providing products and services defined in the Sample Task Orders in Attachments L-01 through L-06, and provide all assumptions and rationale used. Provide sufficient discussion to fully demonstrate understanding of the technical requirements for all Task Orders. Discuss all needed functions including enabling and facility support requirements, and cite the appropriate reference to the SOW of the contract to demonstrate the Offeror's approach and rationale in executing the Task Order requirements. If products or services are

required from other contracts, the Offeror must identify those resources and how they will be incorporated into the work flow and managed; however, assume for the purposes of this section that those services are provided (i.e. Offerors don't have to estimate the cost of those services). Any services that the Offeror proposes to procure from outside of JSC must be identified and included in the estimated costs.

For the Sample Task Orders describe the processes used to accurately identify, monitor, and control technical risks associated with each specific Task Order. Identify those specific technical risks that the Offeror believes should be addressed relative to performance of work under all applicable sections of the SOW for that Task Order and discuss plans to mitigate or accept each risk.

(b) Basis of Estimate (BOE) Innovations & Efficiencies

Explain the BOE by providing supporting rationale for all labor resources (FTEs and skill mix) proposed. Include a discussion regarding how the proposed FTEs were estimated. Also, include a discussion associated with any assumptions made regarding the requirements that led to the proposed resources such as: "we assume that a verification plan for the SST II deliverables already exist and all we are responsible for is the maintenance of the plan." Include sufficient narrative discussion to convince the Government that the proposed resources are realistic for the proposed technical and management approach. For the Sample Task Orders, include with your narrative discussion a schedule and critical path for the proposed effort.

Offerors are required to identify and estimate any non-labor resources dollars for this contract. A narrative BOE shall be provided that depicts the Offeror's demonstrated understanding of the required non-labor resources required to satisfy the Sample Task Orders.

For the Sample Task Orders explain any applicable innovations and efficiencies in sufficient detail to allow for a comprehensive analysis. If innovations and efficiencies are being proposed, ensure sufficient supporting information to perform a technical analysis is provided. Also, describe how any proposed methodologies, processes and techniques used to gain innovations and efficiencies would be implemented. Address risks and risk mitigation plans associated with savings or improvements. Make sure historical references to other contracts are relevant in size and complexity. Explain in detail how the proposed innovations and

efficiencies can actually be achieved. Also, briefly mention the proposed innovations and efficiencies that affect multiple SOW areas or go across the entire SOW again in your response to this section, as applicable. Any proposed innovations and efficiencies for this section, must be included in DRD 4, Technical Efficiencies and Innovation Proposed SOW language.

(c) Resources

The resources shall agree with the narrative discussion in paragraphs (a), and (b) above. The resource details shall be contained in the Technical Resources Summary Template (TRST) described below, for that Task Order, and will reconcile with the cost proposal as indicated in the cost proposal instructions for a pricing model.

Note: The sample task orders will be used for evaluation purposes and may be awarded as proposed by the Government if it is determined to be in the Government's best interest to do so upon contact award. However, actual task orders issued under the contract resulting from this solicitation may differ materially from the sample task orders included in this solicitation and used for selection purposes.

L.21.3 Volume III, Past Performance Factor

Volume III - Past Performance

(1) Provide information from organizations and companies from which your company has previously performed work, in order for the Government to obtain appraisals of past performance. Offerors, including joint ventures, major subcontractors (subcontracts estimated annual value greater than $1M) and the proposed program manager shall each provide information on up to five past contracts (subject to the page limitation constraints). References with Government contracts are preferred, but not required.

(2) Offerors shall consider the relevancy, recency and magnitude of the effort(s) as they relate specifically to this requirement. Offerors are advised that the Government's evaluation of submitted contracts for past performance will include an evaluation of how recently performance has occurred. Only contracts with performance within 3 years from date of the solicitation will be considered recent. Offerors with no past performance experience shall so state.

(3) The following information shall be provided:

- Contract number

- Contract value (If other than the prime, provide the overall contract value and the subcontract contract value)
- Employing Agency/Company Name
- Point of Contact (including address, telephone and fax numbers, and e-mail addresses)
- If a Government Agency, include both the Contracting Officer and Contracting Officer's Technical Representative points of contact
- Contract Description
- Place of Performance
- Period of Performance
- Contract Type
- Status of Contract (current, terminated (if so, why), successfully completed (include completion date))
- Consent Letters executed by each subcontractor, teaming partner, proposed program manager and/or joint venture partner, authorizing the release of past performance information so the Offeror can respond to such information. See sample consent letter at Attachment L-11.
- Submit information on contracts that you consider relevant in demonstrating your ability to perform the proposed effort. The submission shall include rationale supporting your assertion of relevancy. This submission shall clearly detail what portions of the Statement of Work, the prime, joint venture, and major subcontractors and proposed program manager are responsible for and/or proposing. For a description of the characteristics or aspects the Government will consider in determining relevance, see Section M, Clause M.6.3. If the Past Performance volume includes data on any parent or affiliated company that is not a proposed team member, then provide a narrative to address the specific resources (workforce, management, facilities, or other resources) to be employed and relied upon by that entity, such that the entity will have meaningful involvement in contract performance.
- Provide an organizational chart displaying the relationships between the parent company or affiliate, divisions, business units, groups, segments, or other organizations which are proposed to perform the effort. Complete the incorporated matrix as part of your response. In the event of a conflict between the narrative and the relevancy matrix, the narrative will take precedence as the Offeror's intended response.

(4) In addition to the information above, Offerors, any major subcontractors, as defined above, proposed program manager, and any other organizational entity (parent or affiliated company, division(s), business units, segments, or other organizations of your company, which is considered to provide meaningful involvement in contract performance shall each submit the Past Performance Questionnaire, Attachment L-8, to all of the point of contacts references required in paragraph 3 above. The Offeror is responsible for ensuring that all references are directed to return two copies of each questionnaire directly to the Contracting

Officer by mail in a sealed envelope, or by e-mail to the contact identified in section L.14 Communications Regarding This Solicitation.

Where an Offeror chooses to request, from a civil servant employee at JSC, that a past performance questionnaire be submitted on its behalf for its proposed key personnel, please be advised that a Limited Communications Notice (LCN) has been issued in conjunction with this solicitation. The LCN directs that all civil service personnel at JSC shall refrain from communicating with industry on any matters related to this competitive procurement; as a result, while the civil servants may respond to the past performance questionnaire they will be unable to provide status to the Offeror, or communication in any other fashion with the Offeror, about that past performance request.

(5) You may include up to one page of introductory material about the experience and performance of your company and subcontractors (if applicable). You may submit additional reference information on experience and past performance for consideration. This shall be subject to the page limitation constraints.

(6) Offerors shall provide the following performance data with explanatory remarks on contracts performed in the last 3 years. Offerors shall identify the applicable North American Industrial Classification System (NAICS) Code for each contract and shall include points of contact for each contract. If a joint venture or prime-subcontractor relationship is proposed, the same information shall be provided for each company proposed. Explanatory statements shall be included as appropriate. For all work performed during the past 3 years, Offerors shall provide the following:

Environmental Data: Copies of any and all environmental non-compliance correspondence and citations from federal, state, or local agencies or authorities with explanatory remarks.

Safety Data:

- Copies of any and all OSHA citations with explanatory remarks.
- Records of the company's OSHA recordable injuries and illnesses. These records shall include, for each worksite, as a minimum, 1 copy of each year's OSHA logs (Forms 300 and 300A) as required by Title 29 of the Code of Federal Regulations, Section 1904.5(d) including the applicable NAICS code, the number of employees at the worksite and the calculated OSHA recordable frequency rate.
- A list of all insurance carriers providing workers compensation coverage (or equivalent), including dates of coverage. Include points of contact and phone numbers. Offerors shall authorize the listed insurance carriers to respond to Government inquiries recording the Offeror's past safety performance.
- Calculations supporting the Offeror's workers' compensation experience

modifier, including the state formula used for the computation, along with the loss ratio for each of the past three years (where the loss ratio is defined as the ratio of losses to premium). Show all figures used for computation.

- A letter from the insurance carrier summarizing the Offeror's liability and lawsuit history related to safety and health performance for the past three years including a history of changes to the experience modifier rate. If an Offeror self-insures, provide and certify the same information (except the experience modifier rate history) with the signature of the responsible corporate officer or official.

(7) Small Business Past Performance

The prime Offeror shall provide a statement of small business participation (targets, record, and type of work subcontracted) over the last 3 years on work that is relevant to this effort, with special emphasis on the division of the company which will perform the proposed contract.

(8) Quality System Experience

Each Offeror and major subcontractor shall provide copies of any Quality Management System (QMS) certifications it has received elsewhere in the past 3 years. A statement shall be made regarding any changes of registrars, loss of registration status in the past 3 years.

(9) Export Control Experience

Offerors and major subcontractors are to provide a summary of their past export control experience and current export control processes they have in place. Offerors and major subcontractors shall identify activities, processes, and issues used to address export control for work comparable to the SOW requirements. Offerors and major subcontractors shall identify all export control violations occurring during the past 3 years.

(End of provision)

L.21.4 Volume IV, Cost/Price Evaluation Factor

Instructions for Preparation of the Cost Proposal

Certified cost and pricing data is not required; however, other than cost and pricing data is required. To ensure that the Government is able to perform a fair assessment of the proposed cost, each Offeror is required to submit a cost proposal that is suitable for evaluation. A cost volume that is suitable for evaluation shall:

a. Account for all resources necessary to complete requirements of this RFP.
b. Provide traceability to the technical/management proposal(s).
c. Explain in detail all pricing and estimating techniques.

d. Disclose the basis of all projections, rates, ratios, percentages, and factors in sufficient detail to facilitate the SEB's understanding and ability to mathematically verify these estimating tools.
e. Comply with applicable Federal Acquisition Regulation (FAR), NASA FAR Supplement (NFS), and governing statutory requirements.
f. Include a narrative portion that explains all judgmental elements of cost projections and fee policies including any proposed cost ceilings and team fee sharing arrangements.
g. Include all templates required in this RFP.

The Offeror's cost proposal shall be submitted in one volume labeled Volume IV Cost/Price Proposal.

EXCEL PRICING MODEL (EPM) FILE:

Format: In order to achieve standardization, the Excel Pricing Model (EPM) includes one workbook/file. The workbook/file must be automated to the greatest extent possible. This workbook/file is the IDIQ Workbook which must be fully automated and shall include the following templates: Technical Resources Summary Template (TRST), Fully Burdened Rates Template (FBR), Minor Subcontract Pricing Template (MST), Task Order Pricing Template (TOPT), IDIQ Summary Cost Template (ISCT), Overhead Template (OHT), G&A Template (GAT), Total Compensation Templates TC(a through e), and Phase in Template (PIT).

The goal of the EPM automated workbook is to provide a comprehensive working model of the Offeror's proposed cost volume in an automated format. The pricing model will be designed to facilitate changes to source data such as FTE, direct labor hours and/or rates, overhead and G&A rates etc. and be sophisticated enough to compute the total impact of various changes to both cost and price. It is important that your model facilitate this process to ensure fidelity and is error free. For example; the model must be able to compute the cost and price impact of:

a. Increasing (or decreasing) the number of Engineer I full time equivalent staff (FTE)
b. Increasing (or decreasing) the overhead rate(s).

Formulas: All formulas used in the workbooks must be clearly visible in the individual cells and verifiable. Whereas linking among the spreadsheets or workbooks may be necessary; the use of external links (source data not provided to NASA) of any kind is prohibited. The workbooks must contain no macros or hidden cells.

Locks: The EPM and all its associated workbooks shall not be locked/protected or secured by passwords.

CD Cost Proposal Organization

The Government intends to use a personal computer with Microsoft Excel to aid in the evaluation of the cost proposal. In addition to the hardcopy requirements of the preceding section, each prime and major subcontractor is required to submit their EPM and any other electronic cost data, including formulas, on CD only.

Each CD provided is to have an external label indicating:

a. The name of the Offeror,
b. The RFP number, and
c. The files/workbooks or range of files/workbooks contained on the CD.

Labeling CD case only does not fulfill this requirement. The CD itself must be labeled. The use of a permanent marker to label the CDs by hand is acceptable.

As addressed above the CD structure includes one workbook which will include the fully automated cost templates and Technical Resource Summary Template.

When multiple versions of the same template are required, then submit the multiple templates inside one worksheet stacked vertically. For example the Fully Burdened Rates Template –(FBR) is required for each year of the contract, therefore 5 vertically stacked templates will be submitted under a tab titled FBR under workbook IDIQ-Company Name.xls

All electronic file/workbook names included in the Offeror's proposal shall begin with the appropriate workbook acronym, hyphen, followed by the first three letters of the Offeror's company name. For example: Assume the Offeror's company name is ABC Company and the Offeror have completed the IDIQ Form workbook; the file/workbook name would be IDIQ-ABC.xls. Offerors shall use the Template acronyms below in naming individual worksheets/tabs within an Excel file/workbook:

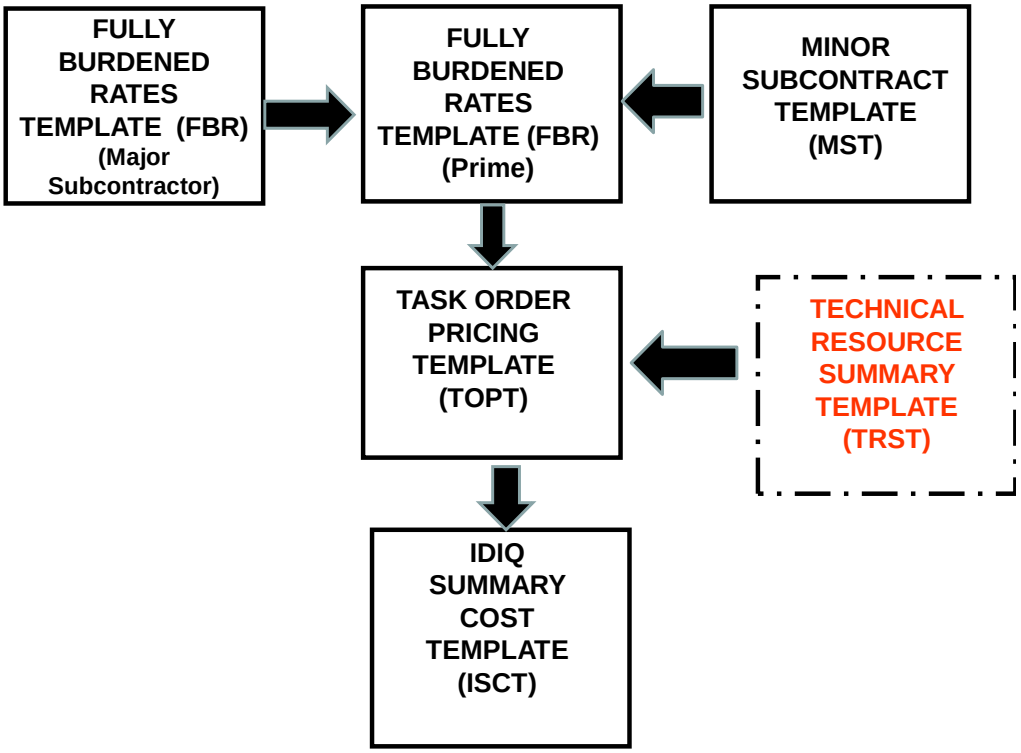
Workbook Acronyms:
TRST – Technical Resources Summary Template
FBR – Fully Burdened Rates Template
MST - Minor Subcontractor Pricing Template
TOPT – Task Order Pricing Template
ISCT – IDIQ Summary Cost Template Task Orders
OHT - Overhead Template
GAT - General & Administrative Expense Template
TC(a) – Compensation Template (a) Salaries & Wages – Non-Exempt

TC(b) – Compensation Template (b) Salaries & Wages –Exempt
TC(c) – Compensation Template (c) Fringe Benefit Analysis Package
TC(d) – Compensation Template (d) Personnel and Fringe Benefits Policies
TC(e) – Compensation Template (e): Incumbency Assumptions
PIT – Phase in Template

The cost proposal templates are designed to provide NASA with information necessary to perform a cost realism analysis. The specific templates required can be found in Attachment L-9.

IDIQ WORKBOOK INSTRUCTIONS

The following flowchart illustrates in a simplified manner how the different templates relate to one another to create a complete representation of proposed IDIQ cost.



The instructions for required completed cost templates apply to the prime Offeror and all major subcontractors with an annual estimated annual value that exceeds $1 Million (M). Subcontractors with an estimated annual value below $1M are considered minor subcontractors.

Technical Resource Summary Template (TRST)

The (**TRST)** is required to summarize all proposed labor resources for CY 1 only for each Cost Reimbursable Task Order.

(A) In the column entitled "Resources Basis" Offerors are required to fill in their assumed staffing level prior to implementation of any changes, improvements, efficiencies or innovations that result from the application of the Offeror's technical and management approach. The Offeror shall provide rationale, detailed narrative, and validation of their resource basis.

(B) In the columns entitled "Proposed FTEs" Offerors shall include all proposed labor resources. These resources shall be an accumulation of all the resources justified in the Offeror's Basis of Estimate (BOE) paragraph in accordance with the instructions below. If the Offeror propose efficiencies relative to out-year effort, the descriptive narrative supporting the proposed efficiencies will be included in Volume II.

(C) The template includes a column which will automatically calculate deltas between the proposed Resources Basis for contract year one, and the year to year proposed deltas over the period of performance. These deltas must be fully justified. The reference column provided must be used by the Offerors to refer the NASA evaluators to the paragraph which provides the analysis of the efficiency resulting in the resource delta. The NASA evaluators will compare all proposed resources for equivalence and to ensure all parts of your proposal reconcile.

Fully Burdened Rates Development Template (FBR)

A separate FBR is required for each contract year of the effort from the prime and is required from each major subcontractor(s). Major subcontractors are defined as proposing $1M per year or more as estimated costs. This template is provided so that each Offeror may show how they arrived at their individually proposed fully burdened rates. As noted towards the top of this template, the columns below the green area shall be completed by the prime contractor; likewise, the columns below the red area shall be completed by the major subcontractor.

The first two columns address the Offeror's direct labor categories and the NASA Standard Labor Categories.

The Incumbent Retention % Column allows the Offeror to propose the percentage retention of the existing workforce per NASA Standard Labor Category. The Offeror may propose any percentage per labor category that is based upon the proposed management and technical approach required for the statement of work. In the example, 100% is placed against an IT Professional II for illustrative purposes.

The Percentage Usage Column is provided so that the Offeror may weigh

the proposed direct labor per the Offeror's labor categories. The usage percentage must total to 100% for each SLC. In addition the Direct Labor Rate Column is provided so that the Offeror may provide the average direct labor cost for each Standard Labor Categories (SLC) while simultaneously mapping the Offeror's job categories into the SLC's. For example, assume that for the SLC "Warehouse Specialist I," you have two contractor specific categories that map into this category. The two categories are "XYZ 1" at $28.75/hr. and "XYZ 2" at $25.25/hr. The Offeror (prime or sub) also assumes that its specific labor category will be utilized 75% and 25%, respectively. Then the rates that should show up as the consolidated SLC rate for this specific category is derived as follows: ($28.75/hr. * 75%) + ($25.25/hr. * 25%) = $27.88. Note that this is simply an example and it may not capture all possibilities.
Next, Overhead Rate Column addresses the overhead rate(s). The Overhead Cost Column is the overhead cost added to the direct labor cost to compute the fully burdened rate. This column includes some typical indirect cost categories that include, Holiday per hour, Vacation per hour, and Other which would typically include payroll taxes and miscellaneous]; however, it may be modified to accommodate your accounting system. You may add rows or columns to facilitate this. However, do not remove any SLC's in your submitted templates.

The General and Administration (G&A) Rate Column addresses the G&A rate. The G&A Cost Column addresses those costs associated with home office expenses.

The facilities capital cost of money column is provided if the Offeror should this cost is proposed. However, note that it is NASA policy to offset CAS 414 costs dollar for dollar from fee/profit as per NASA FAR Supplement 1815.404-471-5.

The fee column on this template is applicable to the major subcontractors only, if the major subcontractor is not sharing in the fee pool and is proposing their own separate fee structure.

The FBR column basically combines the direct labor hourly rate and all the indirect costs along with the subcontractor fee (if applicable) to arrive at the Prime's or major subcontractor's fully burdened labor rate per SLC. The Subcontractor Price Input Area addresses the subcontractor fully burdened rates. This area shall be completed by the prime contractor. In the Subcontractor FBR column(s), the major subcontractor(s) shall provide to the prime contractor their fully burdened labor rate(s) and shall be one composite rate per SLC per subcontractor. The Subcontractor FBR is determined by the major subcontractor completing the FBR template and determining the FBR that shall be charged to the Prime Contractor. If more than one major subcontractor is being proposed, then the prime

contractor is responsible for providing each subcontractor fully burdened rate in each column. In the template, three columns are provided as an example for contractor “A”, “B” and “C”. In this example, subcontractor “A” is provided for illustrative purposes. If more than one subcontractor is proposed, then, the prime contractor shall provide that FBR in the columns provided. If more columns are needed due to more than three subcontractors, then the prime contractor may include more columns in order to accommodate the other major subcontractors.

Note that major subcontractor(s) must complete the information on this template except at the subcontractor input area and to the right of the subcontractor input area. The subcontract price input area is only applicable to the prime contractor who must provide the integrated subcontractor FBR as part of the blended FBR of the prime and subcontractor.

The Prime Burdens Rate is what the Prime contractor may apply as a burden to the major subcontractor Composite FBR, if applicable. The Prime contractor then combines the Subcontractor FBR with the Prime Burdens Rate to arrive at a total rate that addresses the subcontractor. The Percentage Usage Prime/Sub column addresses the weighting of the Prime FBR versus the Composite Subcontractor FBR. Based upon this weighting, the Composite Prime and Composite Sub FBR can be determined. For example, if the Percentage Usage Prime/Sub was 50/50, then 50% of the Prime’s FBR and 50% of the Subcontractor’s FBR can be used in determining the overall Composite Prime and Sub FBR.
The Composite Prime and Subcontractor FBR per Hour column address the final composite FBR that the prime calculated. This shall include the prime subcontractor and the composite major subcontractor(s) fully burdened labor rates by SLC that shall match the FBRs in Section B of the contract.

Note that the annual fee applicable to the fully burdened rates shall be addressed at the IDIQ Summary Cost Template. The annual fee rates shall agree with the fee rates proposed in section B of the contract.

Minor Subcontractor Template (MST)
The minor subcontractor template is required of the prime only. This template is intended to provide the SEB a concise assessment of the substance of minor subcontracts. Minor subcontractors are subcontracts with an estimated annual contract value below $1M. Two examples showing how this template is to be completed are included on this template.

Task Order Pricing Template (TOPT)
This template is only required from the prime; however, it is designed in such

a way that the hours for the prime, major subcontractor(s) and minor subcontractor(s) combined shall be included in the hours section. Therefore, the template requires data from both the prime and all subcontractors. This template is for pricing the sample Task Orders provided. This first year shall only be priced.

The template is divided into three sections. The first section addresses Productive Hours. The Offeror shall determine the mix of labor categories and the labor hours required to perform the sample Task Orders.
The second section addresses the Contract Rates that were determined in the FBR. The third section addresses the Labor Cost associated with multiplying the Productive Hours by the Contract Rates. This will be the fully burdened labor cost per labor category.

The bottom of the template addresses the fully burdened labor cost. A fee pool for all the IDIQ work shall be proposed on this template. The prime and all major subcontracts' fees shall be allocated from this pool in accordance with the team's proposed fee sharing arrangement. This NTE fee rate will take into account the facilities capital cost of money offset, if proposed.

IDIQ Summary Cost Template (ISCT)

This template is for pricing the Sample Task Orders provided and is required of the Prime Contractor only. The hours included for CY1 will match the hours developed in the TOPT. The hours included for each of the following contract years (CY 2 through 5) shall be identical to those hours developed for CY1.

If the Offeror propose efficiencies relative to out-year effort, the descriptive narrative supporting the proposed efficiencies will be included in Volume II. However, there is no requirement to price the effect of the proposed efficiencies in the out years in the Cost Volume. CY's 2 through 5 requirements may not be indicative of CY 1 estimates. Therefore this consideration shall be included in developing the Offeror's fully burdened contract rates. The pricing of Contract Years 2 through 5 is for proposal purposes and is only intended to provide the Government visibility regarding the effect of the proposed rates in the out years and must **not** be construed as the actual task orders. This out year estimates will be used for selection purposes.

The template is divided into three sections. The first section addresses productive hours. The Offeror shall determine the mix of labor categories and the labor hours required to perform the sample task order.
The second section addresses the contract rates that were determined in the FBR. The third section addresses the labor cost developed by multiplying the productive hours by the contract rates. This will be the fully burdened labor cost per labor category.

The bottom of the template addresses the fully burdened labor cost, non-labor resources, non-labor resources burdens and prime fee (subcontractor fee shall be included in fully burdened labor rates unless a fee sharing arrangement is being proposed) and the total cost and fee.

Overhead Template (OHT)
The prime Offeror and all major subcontractor(s) must provide their Forward Pricing Rate Agreement (FPRA) used to price indirect cost for this proposal **or** this template. This template shall provide insight into the composition of the burden pool for the proposed overhead rates. A separate template for each of the proposed burden pools is to be completed. In addition, provide overhead cost history for the prior three years and for the term of the contract. The basis for projections of overhead shall also be provided and an explanation in support of any significant changes in either expenses or base of application that exist from one year to the next. In the event the Offeror's fiscal year and anticipated contract year do not coincide, the Offeror shall complete the rate reconciliation showing how the fiscal year overhead rates result in the proposed overhead rates for each contract year. The Government does not require or mandate that you propose indirect rate ceilings. However, if proposed, the template includes an area for overhead ceilings.
A few cost elements are included on the template that represents the type of cost detail the Government requires visibility into. If these cost elements are not applicable to any proposed indirect cost pool, leave blank.

G&A Template (GAT)
The prime contractor and all major subcontractor(s) must provide their Forward Pricing Rate Agreement (FPRA) used to price G&A cost for this proposal **or** this template. This template shall provide insight into the composition of the burden pool for the proposed General and Administrative (G&A) rate. Identify the estimated G&A expense and explain the method for its calculation. Provide G&A cost history including the actual expense pool and application base amounts for the prior three years. The basis for projections of G&A shall also be provided and an explanation in support of any significant changes in either expenses or base of application that exist from one year to the next. In the event the Offeror's fiscal year and anticipated contract year do not coincide, the Offeror shall complete the rate reconciliation showing how the fiscal year G&A rate results in the proposed G&A rate for each contract year. The Government does not require or mandate that you propose indirect rate ceilings. However, if proposed, the template includes an area for G&A ceilings.

A few cost elements are included on the template which represents the

type of cost detail the Government requires visibility into. If these cost elements are not applicable to your proposed G&A cost pool, leave blank.

Compensation Template (a): SALARIES AND WAGES NON-EXEMPT CONTRACT YEAR 1: TC(a)

The Offeror shall submit a completed Compensation Template (a) for non-exempt personnel for contract year 1. This template is required of the Offeror proposed as prime and all proposed major subcontractors. In the "LABOR CATEGORY - Offeror's" column, list all proposed labor classifications (included in the cost proposal), by titles from the Offeror's estimating system. Each of the Offeror's Labor Categories shall be mapped to the Government Standard Labor Category. The "Incumbent Actual Labor Rate" column is only applicable to incumbent contractors or sub-contractors. Incumbent contractors or sub-contractors are to include the actual average current direct labor rate for each SLC. The "FTE" Column shall include all proposed FTE's per SLC. The "Contract Year 1 Actual Proposed Labor Rate" is the Offeror's actual proposed composite labor rate (IDIQ) starting in Contract Year 1. The "Escalation rates for year 2-5" column shall include your annual escalation percentage. A source column has been provided on the template for the Offeror to use to identify the supporting data for each labor category, An example is included on the template for illustration purposes only.

9. Compensation Template (b): SALARIES AND WAGES EXEMPT - CONTRACT YEAR 1: TC(b)

The Offeror shall submit a completed Compensation Template (b) for exempt personnel for Contract Year 1. This template is required of the Offeror proposed as prime and all proposed major subcontractors. In the "LABOR CATEGORY - Offeror's" column, list all labor classifications included in the proposal, by titles from the Offeror's estimating system. Each of the Offeror's Labor Categories shall be mapped to the Government Standard Labor Category. The "Incumbent Actual Labor Rate" column is only applicable to incumbent contractors or sub-contractors. Incumbent contractors or sub-contractors are to include the actual average current direct labor rate for each SLC. The "FTE" Column shall include all proposed FTE's per SLC. The "Contract Year 1 Actual Proposed Labor Rate" is the Offeror's actual proposed composite labor rate (IDIQ) starting in Contract Year 1. The "Escalation rates for year 2-5" column shall include your annual escalation percentage. The "Actual Proposed Annual Salary" is the salary of the proposed labor category. A source column has been provided on the template for the Offeror to use to identify the supporting data for each labor category, which shall include the source data (Actual or Wage Survey) for exempt personnel. An example is included on the template for illustration purposes only.

10. Compensation Template (c): FRINGE BENEFITS ANALYSIS OF COMPENSATION PACKAGE - Contract Year 1: TC(c)

A separate Template (c) shall be completed for Exempt, Non-Exempt Nonunion, and Non-Exempt Union direct labor. This template is required of the Offeror proposed as prime and all proposed major subcontractors. The column entitled, “Cost of Fringe Benefit” shall include the cost, not rate, associated with the fringes specified (i.e. life insurance, disability insurance, etc.) that are proposed on this contract for each of the related personnel type (exempt, non-exempt union/non-union). The next column entitled, “Percent of Direct Labor Cost” shall include the percentage of each of the related specified fringe costs as a percent of direct labor cost. The third column shall include hourly rates based on the average cost per labor hour proposed per specified fringe.

11. Compensation Template (d): PERSONNEL AND FRINGE BENEFITS POLICIES / Contract Year 1: TC(d)

This template is required of the Offeror proposed as prime and all proposed major subcontractors. This template provides visibility, by employee category, into personnel policies and fringe benefits, which shall be in effect at the time of contract award. Although only brief explanations are desired, sufficient information is required to allow an evaluation and estimate of all potential costs, which will arise upon award of the contract. Comments are required pertaining to all items listed below under the proper column, whether or not the policy is written. The established practice of the Offeror and applicability to this proposal shall be provided. If any item below is not applicable, so state. Items pertinent to the Offeror, which are not identified must be included if cost recovery is anticipated.

12. Compensation Template TC(e): Incumbency Assumptions- Contract Year 1:TC (e)

This template is required of the Offeror proposed as prime and all proposed subcontractors (major). This template provides visibility into any incumbency assumptions proposed by each Offeror pertaining to incumbency labor rates and incumbency seniority rights for fringe benefit purposes. Offerors shall select only one option in each category.

In the area entitled, “Labor Rates,” the Offeror shall pick one of the three options: 1) Proposing to pay current incumbent labor rates, 2) Proposing to not pay current incumbent labor rates or, 3) Other. The Government understands that non-incumbent Offerors may be only able to estimate what the current incumbents are making; however, it simply wants to understand your intentions regarding pay for these employees if retained.

The Offeror will provide a narrative explanation supporting or explaining the reason for selecting any of the options, particularly if option, “Other” is selected. Explain how your proposed salary structure will allow you to capture the proposed percentage of the qualified incumbent workforce.

In the area entitled, “Seniority Rights,” the Offeror shall pick one of the three options: 1) Proposing to maintain seniority rights for fringe purposes, 2) Proposing to not maintain seniority rights for fringe purposes or, 3) Other. The MPT understands that non-incumbent Offerors may be only able to estimate the current incumbent’s seniority levels; however, the MPT simply wants to understand your intentions regarding seniority for these employees if retained. The Offeror shall provide a narrative explanation supporting or explaining the reason for selecting any of the options, particularly if option, “Other” is selected. Explain how not maintaining seniority rights for fringe benefit purposes will allow you to capture and maintain the proposed percentage of the incumbent workforce.

Note: The compensation templates (a-e) are required in order for the Government to perform an evaluation of your labor relations. These templates shall reconcile with the cost templates described above, wherever applicable.

Supplemental Cost Data

The following supplemental cost data, where appropriate, shall be submitted with the cost volume:

1. Fee: Provide a description of your proposed fee structure. If a sharing fee pool arrangement is proposed, include a discussion of the arrangement and the distribution of fee earned. Include a discussion of how the proposed fee was derived and why it is reasonable for the type of effort.

Show the offset for cost of facilities capital cost of money, if proposed, from the proposed fee pool and NTE fee rate.

Prime fee will not be included in the contract IDIQ rates. Fee will be negotiated for each Task Order and will be reimbursed based on the negotiated arrangement. However, you are to propose a not to exceed fee rate for future task orders. Subcontractor fee may be proposed as costs to the prime in which case the subcontractor fully burdened rates (SFBR) would include fee. If a team fee arrangement is proposed, the SFBR would not include fee and all fee would be included in prime fee.

L.21.5 Volume V, Model Contract

Instructions for Preparation of the Model Contract

Offerors shall also submit with its proposal, in Volume V, the Model Contract in its entirety (basic and any amendments) per the instructions below.

Contract Section	Areas of Model Contract Offerors are Required to Complete
Section A	Complete blocks 12 through 18, provide an original signature on each copy, and date the SF 33 Offerors shall indicate, in Block 12 of the SF 33, a proposal validity period of ___ days. However, in accordance with paragraph (d) of FAR provision 52.215-1, “Instructions to Offerors--Competitive Acquisitions,” a different validity period may be proposed by the Offeror.
Section B	B.6 and B.7 - Fill-in total firm-fixed price of the phase-in effort
	B.8 - Complete the table of Fully Burdened Labor Rates for Cost Reimbursable TOs
Section C	None
Section D	None
Section E	None
Section F	None
Section G	G.3(c)(1) insert cognizant DCAA office, Supervisory Auditor, Address, Telephone Number, Fax Number, and E-Mail Address
Section H	H.4 – Offeror to propose Key Personnel Names and Official Titles; H.6- Offeror to fill-in Small Business Subcontracting Goals
Section I	I.8(g) - Sign, date and insert authorized signer's name and title
Section J	Offerors shall submit the required documents
Section K	Annual representations and certifications shall be completed electronically and submitted with this volume in accordance with provision K.1, Annual Representations and Certifications (FAR 52.204-8).

L.21.6 Volume VI, Eligibility Considerations

(a) Business Systems Adequacy

FAR 16.104(i), Factors in Selecting Contract Type, and FAR 16.301-3, Limitations, requires that a contractor's accounting system be adequate for determining costs applicable to the contract prior to the award of a cost-reimbursement contract. The Offeror shall provide evidence of an adequate accounting system as determined by the Government for determining costs applicable to the contract. A contract may only be awarded to an Offeror who is determined to have an adequate accounting system.

Other business systems general standards are discussed in FAR.104-1, General Standards. The Offeror shall state whether all business systems, including but not limited to accounting, property control, purchasing, estimating, project reporting, and employee compensation, which require Government acceptance or approval (as applicable), are currently accepted/approved by DCAA, without condition. Provide the date of acceptance/approval for each applicable system and the cognizant contract administration office. Explain any existing conditional acceptances/approvals and the compliance status of any system(s) for which acceptance or approval is currently withheld.

(b) Organizational Conflict of Interest (OCI) Information

In accordance with FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest, the offeror and proposal will be reviewed for existing and potential OCI issues in relation to this procurement. The offeror shall submit the information required by the OCI Avoidance Plan DRD-8.

(c) Waiver of Rights to Inventions

This solicitation contains NASA FAR Supplement (NFS) Clause 1852.227-70, “New Technology” and NFS provision 1852.227-71, “Request for Waiver to Rights to Inventions”. Any petitions for advance (prior to contract execution) waiver of rights to inventions should be included in this volume.

(d) Cost Accounting Standards

State whether the Cost Accounting Standards (CAS) Disclosure Statement represented in Provision K.2, Cost Accounting Standards Notices and Certifications, has been approved by the cognizant

Administrative Contracting Officer, and provide the date of such approval. If your CAS Disclosure Statement is currently not approved or there are some existing CAS non-compliance findings, please provide detailed explanation of the CAS non-compliance issues, corrective action status, and any potential impact on this procurement. A copy of the offeror's disclosure statement applicable to the resultant contract shall be submitted.

(e) IT Security Management Program

The offeror shall submit the information required by the Information Technology (IT) Security Management Plan DRD-9.

(End of provision)

L.22 GENERAL INFORMATION TO OFFERORS

Standard Labor Categories (SLC)

The Offeror will develop their cost estimate using their estimating system. The Offeror will map their labor categories to the SLCs using the guidelines below. SLCs are intended to broadly group proposed labor into a manageable number of categories. These guidelines may not address all the possible specific skills, or requirements that any one occupation or profession may require. It is the Offeror's responsibility to understand the complexities of the work required to successfully meet the SR&SD SST II requirements.

Table L-6 Standard Labor Categories (SLCs) Table

Labor Class	Education or Equivalent Training (Typically Required)	Years of Experience (Typically Required)	Job Description Guidelines
Management			
Sr. Program Manager	BS	At Least 15	Serves as the Contractor's primary contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Technical Representative (COTR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Shall be responsible for the overall contract performance.
Project Manager	BS	At Least 10	Typically requires a BS degree or normally possess 10 years of experience in the field or in a related area. Experience in progressively challenging management positions, including successfully managing people.
Business			
Admin Specialist	AA	Entry Level	Typically responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Familiar with standard concepts, practices, and procedures within a

			particular field. Performs a variety of additional office-work tasks. Works under general supervision. Typically reports to a more senior administrative specialist, professional, supervisor or manager.
Business Specialist	BA	At Least 3	Typically prepares contract proposals and administers major contracts and delivery orders. Also may negotiate contractual provisions with sub-contractors. Has knowledge of standard concepts, practices, and procedures within the Business field. Relies on experience and judgment to plan and accomplish goals. Works under general supervision; typically reports to a more senior business specialist, manager or program manager.
Technical			
Sr. Engr I	BS	Entry Level	Degree in engineering with demonstrated understanding of simulation software development principles
Sr. Engr II	BS	At Least 3	Degree in engineering with professional experience performing professional work in simulation software development
Sr. Engr III	BS	At Least 6	Degree in engineering with professional experience performing professional work in simulation software development. May require specialized experience or demonstrated proficiency in advanced simulation software development
Sr. Engr IV	MS	At Least 9	Degree in engineering, advanced degree in engineering or science or equivalent training or experience with specialized professional experience performing professional work in simulation software development. May require specialized experience or demonstrated proficiency in one or more advanced simulation software

			development or systems engineering disciplines
Sr. Engr V	MS	At Least 12	Degree in engineering, advanced degree in engineering or science or equivalent training or experience with specialized professional experience performing professional work in simulation software development. Possesses specialized experience or demonstrated proficiency in several advanced simulation software development or systems engineering disciplines
Graphic Spc	BS	At Least 3	Degree in engineering or computer science or professional experience, with professional experience performing professional work in graphics simulation software development
Network Spc	BS	At Least 3	Degree in engineering or computer science or professional experience, engineering with professional experience performing professional work in systems administration and computer network configuration
Principal Engr I	MS/BS	Entry Level	Advanced degree in engineering or equivalent experience, performs professional engineering work
Principal Engr II	MS/BS	Greater Than 3 years	Advanced degree in engineering or equivalent experience with professional experience performing professional work in simulation software development
Principal Engr III	MS/BS	Greater Than 6 years	Advanced degree in engineering or equivalent experience with professional experience performing professional work in simulation software development. May require specialized experience or demonstrated proficiency in advanced simulation software development
Principal Engr IV	PHD/BS	Greater Than 9 years	Doctorate degree in engineering, advanced degree in engineering or science or equivalent experience with specialized professional

			experience performing professional work in simulation software development. May require specialized experience or demonstrated proficiency in one or more advanced simulation software development or systems engineering disciplines
Principal Engr V	PHD/BS	Greater Than 12 years	Doctorate degree in engineering, advanced degree in engineering or science or equivalent experience with specialized professional experience performing professional work in simulation software development. Possesses specialized experience or demonstrated proficiency in several advanced simulation software development or systems engineering disciplines
Other			Propose additional Labor Categories that cannot be logically mapped into any of the Standard Labor Categories above. (Provide a job description and qualifying education and/or experience for all additional labor categories)

Examples of Mapping Skills into SLCs
The skills below are provided only as examples of how certain labor categories proposed by the Offeror may fit into the SLCs identified by the Government.

Engineer
Mechanical, electrical, aerospace, chemical, system

Technician
Tool/model maker, Installation technician, Manufacturing inspector

Analyst
Analytical engineering, System analysis, Stress/thermal analysis

Information Technology
Programmer, LAN administrator, Web Master

Training Specialist
Instructor, Training specialist

Administration
Office administration specialist, administrative assistant, human resources specialist

Secretarial/Clerical

Business

Secretary, Clerk, Data input, Document custodian	Procurement specialist, Budget analyst, Financial analyst, Contract specialist, Accounting

Labor Government Resource Estimate (GRE)

A Labor GRE has been developed and is included below in the IDIQ Table L-7. The GRE is the Government's estimate of the labor resources (skill mix and full time equivalents) required to perform this effort, without incorporation of any one Offeror's specific management or technical approach and is not intended to influence your proposed estimates; however it is provided to assist you in determining the magnitude of possible labor required. Table L-8 is the government resource estimate GRE for Labor and Non-Labor Resources (NLR) broken out by Sample Task Order. Offerors shall develop their own estimates for the Sample Task Orders that support their unique proposed management and technical approaches and shall provide supporting rationale in narrative form.

The GRE FTE estimates in table L-7 include all labor required to perform the entire SOW with the exception of traditional G&A type personnel such as: sales, human resources, finance, legal, procurement and executives.

Table L-7 *Cumulative IDIQ FTE's

Labor Class	Total FTE's per year
Management	
Sr. Program Manager	1.7
Project Manager	2.0
Business	
Admin Specialist	3.0
Business Specialist	2.0
Technical	
Sr. Engr I	10
Sr. Engr II	4
Sr. Engr III	11
Sr. Engr IV	12
Sr. Engr V	8
Graphic Spc	1
Network Spc	1
Principal Engr I	5
Principal Engr II	6.5
Principal Engr III	18
Principal Engr IV	10
Principal Engr V	4.5

* Cumulative GRE for all anticipated contract year 1 IDIQ work. FTE's identified in the table are annualized.

Note: Offerors are not required to estimate any non-labor resources dollars for this contract. However, a narrative BOE shall be provided that depicts the Offeror's understanding of the required non-labor resources required to satisfy the sample IDIQ task orders. There is no need to estimate the cost of these items in the cost proposal.

Table L-8 **Cost Reimbursable IDIQ Task Order GRE FTE's (rolled up)

Sample Task Order	Title	FTE	Non-Labor Resources (NLR) $K
Task Order 1	Simulation Architecture Definition, Integration, Sustaining, and Testing	19	$0
Task Order 2	SimWorld Package Development and Facilities	5	$0
Task Order 3	Simulation Products	4	$0
Task Order 4	Virtual Reality Lab	4	$0
Task Order 5	Orion Multi-Purpose Crew Vehicle Software Systems Engineering Support	14.5	$12
Task Order 6	Vertical Testbed Software Development & Engineering Support	4.5	$36

** Cumulative GRE for Sample Task Order work. FTE's identified in the table are annualized.

Section L Attachments

Attachment 01- Sample Task Order 1- Simulation Architecture Definition, Integration, Sustaining, and Testing

Attachment 02- Sample Task Order 2- SimWorld Package Development and Facilities

Attachment 03- Sample Task Order 3- Simulation Products

Attachment 04- Sample Task Order 4- Virtual Reality Lab

Attachment 05- Sample Task Order 5- Orion Multi-Purpose Crew Vehicle Software Systems Engineering Support

Attachment 06- Sample Task Order 6- Vertical Testbed Software Development & Engineering Support

Attachment 07- Key Personnel Resume

Attachment 08- Past Performance Questionnaire

Attachment 09- Cost Proposal Templates

Attachment 10- Past Performance Matrix of Relevant Experience

Attachment 11- Past Performance Consent Letter

Attachment 12- Small Business Subcontracting Tables

ATTACHMENT L-01

Sample Task Order 1

TASK ORDER TITLE: **Simulation Architecture Definition, Integration, Sustaining, and Testing**

PERIOD OF PERFORMANCE: 12 months (September 1, 2014 – August 31, 2015)

TASK OVERVIEW:

The primary objective of this task is to provide simulation and modeling support for ER7's simulation framework and related simulation products.

This task involves:

(a) Development of simulation architecture and core models and capabilities for deployment to various facilities; and
(b) Sustaining engineering of specific simulations deployed to customer facilities

Expertise with ER7's Trick simulation tool and associated spacecraft simulations and math models are critical skills required for this task. The task includes support for the system definition of ER7 simulation products, including development of facility system and simulation requirements. The task includes project management support for the simulation and modeling activity, including development and maintenance of schedules and budgets throughout the lifecycle of the associated projects. The task includes system engineering support, including development and maintenance of requirements, design artifacts, and test and verification reports. The task includes requirements definition, design, development, peer review, unit test, and integrated test of models based on available program design information and updates to those models as design maturity improves over the course of project life cycles. The task includes definition of interfaces to any external facilities. The task includes definition of interfaces to existing legacy simulation components as necessary to support ER7 projects.

The work in this task order is performed under the contract Statement of Work paragraph 1.1, Trick Simulation Math Models and Applications.

TECHNICAL REQUIREMENTS:

The contractor shall perform the following:

1. Provide Project Management support including:
    a. Development and maintenance of project schedules and work breakdown structures (WBS).
    b. Development and maintenance of project management plans.
    c. Risk management, tracking, mitigation, and contingency approaches.

2. Provide Systems Engineering support including:
    a. Development and maintenance of use cases as necessary to define the expected behavior of simulation products.
    b. Development of requirements for ER7 projects, including nominal and off-nominal functionality.
    c. Development and maintenance of design artifacts sufficient to define the architecture of simulation products.
    d. Determination, communication, and enforcement of design decisions across and between simulation development teams.
    e. Integration of simulation products into customer facilities, including interfacing with other external facilities as necessary.
    f. Development and maintenance of test plans and processes for simulation products.
    g. Support for test and verification activities in customer facilities.
    h. Development of processes and tools for validation of simulation functionality by end users.

3. Provide Software Development support infrastructure including:
    a. Development approach based on agile software development processes.
    b. Specification and configuration of computational assets, network assets, and Linux operating system modifications to support simulation development, realtime performance requirements, and agency IT security directives.
    c. Maintenance and support of the software development environment and software development processes, including appropriate tools.
    d. Management of issue tracking tools, code repositories, and related artifacts.
    e. Continuous integration and test of simulation products including automatic builds and development, execution, and reporting of integration test cases.
    f. Development of hardware and software prototypes as necessary to reduce system development risk.
    g. Performance tuning of simulation products including approaches for deploying simulation software elements onto task-appropriate hardware.

4. Provide Simulation and Math Model Development support including:
    a. Vehicle design tracking to ensure correct simulation functionality.
    b. Development of environmental models, vehicle models, functional flight software, and vehicle test support tools.
    c. Integration of models and flight software from external sources.
    d. Execution of design and peer reviews for each model.
    e. Development and execution of unit and integration test cases for models and simulations.

f. Development and execution of regression tests for models and simulations.
g. Validation of models and simulations against peer simulations, domain-specific analysis tools, ground test data, and flight test data.

5. Provide integration of simulation products and support tools into facilities for customers including:
    a. Orion
    b. International Space Station (ISS)
    c. Mission Operations Directorate (MOD)

DELIVERABLES & SCHEDULES:

1. A simulation of a new vehicle delivering cargo to the ISS for incorporation into the TS21-upgraded Space Station Training Facility (SSTF). The simulation will be used in large-scale integrated training exercises for certifying vehicle flight controllers in the Mission Control Center, and include the following capabilities:
    a. Six degree of freedom state propagation from two hours before robotic capture to capture, and then from release to two hours after release
    b. Robotic capture, berthing, unberthing and release of the cargo vehicle
    c. Modeling of the vehicle power, thermal, and pressure control subsystems
    d. Inclusion of 5 malfunctions in each vehicle subsystem
    e. Flight-like command and telemetry interfaces
    f. Expected simulation life cycle is 5 years

2. A simulation of the rendezvous, docking, undocking, and Earth return portions of a conceptual sample return mission from Phobos. An Orion spacecraft will rendezvous with the sample return vehicle at the Earth-Moon L1 Lagrange point, retrieve the samples, and return them to Earth. The simulation will be incorporated into the Systems Engineering Simulator (SES) in building 16. The simulation will support a mission feasibility study, and include the following capabilities:
    a. Six degree of freedom state propagation of the sample return vehicle and an Orion from rendezvous to docking, and from undocking to Orion Earth return
    b. Docking mechanism contact dynamics using existing models
    c. Representative mission trajectories and GN&C algorithms for sample return vehicle and Orion from an external source
    d. Representative crew displays from an external source
    e. The simulation ends at atmospheric entry interface
    f. Expected simulation life cycle is 3 months

3. Four (4) minor releases of the following products. A minor release consists of 5 minor enhancements or bug fixes.

a. TS21 International Space Station simulation
b. TS21 Communication and Tracking Network simulation
c. TS21 Generic Visiting Vehicle simulation

4. Report assessing the computational infrastructure required to support the development and operational systems associated with the deliverable simulations above.

DEPENDENCIES:

Assume that vehicle suppliers have provided data adequate for the required modeling fidelity.

Assume that external customers have made their development and sustaining engineering schedules and requirements known.

Assume that access is provided to customer facilities to allow integration of simulation capability.

Assume that Trick-compliant model sets developed outside the scope of this contract are made available, such as JSC Engineering Orbital Dynamics (JEOD).

SURVEILLANCE PLAN:

Task order surveillance will include technical performance, cost planning and reporting, schedule response, and significant achievements. Technical performance is based on the contractor's ability to support the ER7 facility projects according to customer facility defined schedules. In terms of cost planning, the contractor shall manage cost within the authorized task order value and perform accurate and timely cost reporting. Significant innovations/achievements for this task include, but are not limited to: (1) process and/or procedure improvements, (2) breakthrough software technologies, and/or (3) enhanced software tools and environment capabilities. The contractor shall develop a risk mitigation plan to effectively deal with technical, cost, and schedule risks.

Documentation of task status will be through monthly progress reports. Monitoring and assessing contractor performance shall consist of monthly meetings between the NASA Task Order Manager and the contractor's Project Lead and Senior Project Manager.

ATTACHMENT L-02

Sample Task Order 2

TASK ORDER TITLE: SimWorld Package Development and Facilities

PERIOD OF PERFORMANCE: 12 months (September 1, 2014 – August 31, 2015)

TASK OVERVIEW

This task consists of the development and maintenance of the math model packages known as SimWorld, as well as provides technical support for SimWorld simulations within various programmatic engineering analyses, mission planning, and training simulation facilities.

SimWorld development includes the software databases consisting of math models and verified simulations for the Mobile Servicing System (MSS) and Visiting Vehicles (VV) and the delivery of these packages to various simulation customers. SimWorld development involves the coordination and integration of Trick based simulation packages from groups in external engineering organizations, specifically the Aeroscience and Flight Mechanics Division.

SimWorld simulations are delivered to the Dynamic Skills Trainers (DST) and the Space Station Training Facility (SSTF). This task includes DST and SSTF specific development and integration required to operate SimWorld simulations within each facility.

The work in this task order is performed under the contract Statement of Work paragraph 1.1 Trick Simulation Math Models and Applications

TECHNICAL REQUIREMENTS

1. Maintain the following SimWorld packages. (See SimWorld Release deliverables for package update requirements for this period of performance.):
    a. Command and Control Software (CCS) Interface Data: external delivery for each MSS release
    b. MSS Data: payload files and related data
    c. Multibody Dynamics (MBDyn)
    d. MSS DOUG setup files: DOUG setup and overlay files.
    e. ISS Data Transfer Utilities: data packing and transfer code including Binary Data Transfer (BDT) and virtual 1553.
    f. Interface: interface libraries for DOUG and hand controllers.
    g. Information Sharing Protocol (ISP) for Portable Computing System (PCS): Models to communicate to ISP server.
    h. MSS core models: SSRMS/SPDM/Mobile Base System (MBS) functional code

i. PCS and CCS models: PCS and CCS functional code
j. PCS Graphical User Interface (GUI): externally delivered PCS GUI pages adapted to run with SimWorld simulations.

2. Develop and deliver one (1) major release of SimWorld simulation and math model packages. The major release includes the integration of the following packages:
    a. Canadian Space Agency (CSA) delivered MSS math model packages:
        i. SSRMS Arm Control Software (SACS), Joint Control System (JCS), and (LEU Control System) LCS subsystems
        ii. SSRMS/Robotics WorkStation (RWS) package
        iii. Operations Control Software (OCS)
    b. Updated SimWorld packages to accommodate updated CSA math model packages: CCS Interface Data, MSS Data, ISS Data Transfer Utilities, MSS core models, and PCS and CCS models.
    c. Unchanged SimWorld packages: MBDyn, MSS DOUG setup files, Interface, ISP for PCS, and PCS Graphical User Interface
    d. Externally provided Interactive Control and Dynamics Simulation (ICDS) – Station flight control systems package
    e. Externally provided Rendezvous Proximity Operations and Capture (RPOC) – Visiting Vehicle flight control systems pack

2. Develop and deliver two (2) minor SimWorld releases that contain 5 minor enhancements or bug fixes.

3. Update SimWorld documentation suite, including the following documents for all released packages, as requested:
    a. User's Guide
    b. Tutorial
    c. Verification Plan
    d. Verification Report
    e. Design Document
    f. Version Description Document

4. Provide SimWorld user support in the form of on-site installation, training sessions, discrepancy fixes, and service calls.

5. Integrate, verify, maintain and support MSS and VV crew-in-the-loop simulation capabilities for the Dynamic Skills Trainers. Responsibilities will include upgrade of these SRSD simulation capabilities to meet training and engineering customer requirements.

6. Provide installation and integration support of SimWorld/MSS software applications within the SSTF simulation environment
    a. Install most up to date SSRMS simulation into the Trick In A Box (TIAB) architecture

b. Provide necessary DOUG updates to SSTF to enable TIAB support for each new mission

DELIVERABLES & SCHEDULES

1. SimWorld Releases:
    a. One (1) major SimWorld release that includes new MSS software
    b. Two (2) minor SimWorld release that includes five (5) minor capability enhancements and bug fixes
    c. Updated SimWorld packages: CCS Interface Data, MSS Data, ISS Data Transfer Utilities, MSS core models, and PCS and CCS models.
    d. Updated SimWorld documentation suite to accompany each release

2. Integration of one (1) major and one (1) minor SimWorld release for SSRMS and VV simulations in the DSTs.

3. Formal delivery of two (2) integrated simulation loads to the SSTF. An integrated simulation load includes
    a. SSRMS TIAB simulation.
    b. DOUG visuals for the simulation scenario.
    c. Contact models for the simulation scenario.

DEPENDENCIES

Assume a major MSS simulation packages math model updates from the CSA and their associated contractors have been delivered at the beginning of this task order period.

Assume up to date ICDS, orbital dynamics, Earth environment, and RPOC simulation packages are delivered from the Aeroscience and Flight Mechanics Division at the beginning of this task order period.

SURVEILLANCE PLAN

Task order surveillance will include technical performance, cost planning and reporting, schedule response, and significant achievements. Technical performance is based on the contractor's ability to develop, deliver, integrate and test SimWorld major releases and patch updates on schedule.

In terms of cost planning, the contractor shall manage cost within the authorized task order value and perform accurate and timely cost reporting. Significant innovations/achievements for this task include, but are not limited to: (1) process and/or procedure improvements, (2) breakthrough software technologies, and/or (3) enhanced software tools and simulation environment capabilities. The contractor shall develop a risk mitigation plan to effectively deal with technical, cost, and schedule risks.

Documentation of task status will be through monthly progress reports. Monitoring and

assessing contractor performance shall consist of weekly meetings between the NASA Task Order Manager and the contractor's Project Lead.

ATTACHMENT L-03

Sample Task Order 3

TASK ORDER TITLE: Simulation Products

PERIOD OF PERFORMANCE: 12 months (September 1, 2014 – August 31, 2015)

TASK OVERVIEW: This task order is to continue development of the Software, Robotics, and Simulation Division (SRSD) simulation products. These products include the Trick Simulation Environment (Trick), General Use Nodal Network Solver (GUNNS), TrickHLA, and Manipulator Analysis Graphic Interactive Kinematic (MAGIK).

The first objective of this task order is to continue development of the Trick core capabilities. Trick core capabilities include a run-time executive, user interfaces, code generators, data products, and other simulation construction and operations support utilities. Trick is a mature product but continues to add new capabilities. The task is responsible for investigating, designing, prototyping, developing and testing advanced simulation techniques for Trick. Maintenance of existing capabilities experience moderate change request traffic. The task is responsible for achieving and maintaining Class C certification for Trick as defined in the NASA Procedural Requirements (NPR) 7150.2A. The task also provides Trick technical support for existing Trick users at JSC and external NASA customers.

The second objective of this task order is to continue development of GUNNS. GUNNS is a flow system modeling software package that combines nodal analysis and the hydraulic-electric analogy to simulate fluid, electrical, and thermal systems. It has sufficient compactness and fidelity to model these aspects of space vehicles in real-time. It has reusable components for system design and a Graphical User Interface (GUI) providing capability for rapid development and ease of maintenance. GUNNS is currently used in several ER7 developed simulations. This task includes developing GUNNS as an SRSD simulation tool product.

The third objective of this task order is to continue development of TrickHLA core capabilities. The TrickHLA core capabilities are defined as support for the IEEE 1516-2000 and IEEE 1516-2010 standards, coordinated initialization between distributed simulations, user APIs, and example simulations. TrickHLA is a mature product with relatively few changes.

The fourth objective of this task order is to continue development of MAGIK. The SRSD is tasked with maintaining the MAGIK simulation for kinematic analysis for the Space Station Remote Manipulator System, Special Purpose Dexterous Manipulator, and other robotic systems. MAGIK is an interactive robotics simulation tool that provides 2D and 3D graphical user interfaces and displays for robotic analysis. This task includes the development and maintenance of MAGIK to meet these analysis requirements. MAGIK is a mature product with relatively few changes.

The work in this task order is performed under the contract Statement of Work paragraph 1.2 Simulation Products.

TECHNICAL REQUIREMENTS:

The contractor shall:

Trick

1. Develop user requested and internally researched capabilities for incorporation in Trick releases.

2. Maintain existing Trick capabilities including the run-time executive, code generators, and user interfaces. Update Trick to operate with the latest RedHat Linux (or RedHat based OS) and Mac OS versions

3. Develop and deliver one (1) major and three (3) minor releases of Trick.
    a. A major release consists of (1) major feature addition and (15) minor enhancements and/or bug fixes.
    b. A minor release includes (10) minor enhancements and/or bug fixes.

4. Update basic documentation suite for Trick, including the following documents for all released versions:
    a. User's Guide
    b. Tutorial
    c. Version Description Document

5. Maintain Class C certification as defined in the NASA NPR 7150.2A

6. Provide problem resolution from Trick customer base through in-person consultation, phone, e-mail, and Trick bulletin board support.

GUNNS

7. Develop and deliver one (1) major and one (1) minor release of GUNNS.
    a. A major release consists of (1) major change requests and (5) minor enhancements and/or bug fixes.
    b. A minor release includes (5) minor enhancements and/or bug fixes.

8. Develop basic documentation suite for GUNNS, including the following documents for all released versions:
    a. User's Guide
    b. Tutorial

TrickHLA

9. Maintain TrickHLA compatibility with each major Trick release and 3rd party Run-Time Interface (RTI) packages.

10. Develop and deliver (2) minor TrickHLA releases.
    a. A minor release includes (3) minor enhancements and bug fixes.

11. Update basic documentation suite for TrickHLA, including the following documents for all released versions:
    a. User's Guide
    b. Product Requirements
    c. Product Specification
    d. Product Inspection, Verification, and Validation
    e. Version Description Document

MAGIK

12. Develop and maintain the MAGIK simulation to continue to provide SRSD with engineering capabilities for robotic kinematic analysis.

13. Provide one (1) MAGIK major release
    a. A major release includes integrating the flight system manipulator control system software, as supplied by the Trick simulation tool, into MAGIK.
    b. A major release includes three (3) CRs for new requirements and to correct discrepancy reports, as approved by the NASA Task Manager.

14. Provide one (1) MAGIK minor release
    a. A minor release includes three (3) CRs to correct discrepancy reports, as approved by the NASA Task Manager.

15. Provide training for users in the use of MAGIK. This is planned to be in the form of updates to the MAGIK tutorial for each major software release.

DELIVERABLES & SCHEDULES:

Trick

1. One (1) major Trick release and three (3) minor releases.

2. Documentation suite for Trick, including the following documents for all released versions:
    a. User's Guide
    b. Tutorial
    c. Version Description Document

3. Documents and artifacts as specified in NPR 7150.2A for Class C software.

GUNNS

4. One (1) major GUNNS release and one (1) minor release.

5. Documentation suite for GUNNS, including the following documents for all released versions:
    a. User's Guide
    b. Version Description Document

TrickHLA

6. Two (2) minor releases of TrickHLA.

7. Documentation suite for TrickHLA, including the following documents for all released versions:
    a. User's Guide
    b. Product Requirements
    c. Product Specification
    d. Product Inspection, Verification, and Validation
    e. Version Description Document

MAGIK

4. One (1) major release of MAGIK.

5. One (1) minor release of MAGIK.

6. Releases, patches, and documentation suite for MAGIK, including the following documents for all released versions:
    a. User's Guide
    b. Tutorial
    c. Verification documents

DEPENDENCIES:

MAGIK

The dependencies for this task include the Trick flight system manipulator control systems software and the AGEA graphic simulation software supplied by NASA.

SURVEILLANCE PLAN:

The Government will perform task order surveillance as detailed below.

Task order surveillance will include risk management techniques in the areas of

technical performance, cost planning and reporting, schedule response, and significant achievements. Documentation of subtask status will be through monthly progress reports.

Technical performance is based on the contractor's ability to develop, deliver, integrate and test Trick major releases and patch updates as needed. The contractor shall effectively manage cost within the authorized task order value and perform accurate and timely cost reporting. Significant innovations/achievements include, but are not limited to: (1) breakthrough software technologies, and/or (2) enhanced software tools and environment capabilities, (3) process and/or procedure improvements. The contractor shall develop a risk mitigation plan to effectively deal with technical, cost, and schedule risks.

Monitoring and assessing contractor performance shall consist of weekly meetings between the NASA Task Order Manager and the contractor's Project Lead.

ATTACHMENT L-04

Sample Task Order 4

TASK ORDER TITLE: Virtual Reality Lab

PERIOD OF PERFORMANCE: 12 months (September 1, 2014 – August 31, 2015)

TASK OVERVIEW:

The objective of this task is to provide EVA /SSRMS integrated training and Mission support in the Virtual Reality (VR) Lab; and software/hardware development for all VR Lab functions and capabilities. The task is also responsible for development, support, reconfiguration and delivery of the Dynamic Onboard Ubiquitous Graphics (DOUG) software/flight products and the Dynamic Skills Trainers (DST) at JSC for the purposes of producing robotics and spacecraft systems simulations for, mission planning, and crew/flight controller training (including both human-in-the-loop and hardware-in-the-loop systems). As a part of this task, the contractor shall investigate, design, prototype, develop and test advanced simulation techniques for robotics Virtual Reality simulation applications.

The work in this task order is performed under the contract Statement of Work paragraphs 1.2 Simulation Products and 1.3 Virtual Reality.

TECHNICAL REQUIREMENTS:

The contractor shall:

1. Develop and deliver two (2) minor releases of DOUG software. A minor release includes (8) minor enhancements or bug fixes.

2. Develop two (2) simulation and DOUG scene database deliveries.

3. Develop and deliver DOUG flight/training software/configuration per Computer Resources Control Panel (CRCP) schedules

4. Maintain and operate the Virtual Reality Lab for crew training sessions

5. Update basic documentation suite for DOUG, including the following documents for all released versions:
    a. User's Guide
    b. Tutorial
    c. Version Description Document
    d. Software Requirements Specification
    e. Software Management Plan
    f. Verification and Validation Plan

g. Government Certification Acceptance Request (GCAR)

6. Monitor the DOUG discrepancy submissions, requests for assistance in configuration of DOUG simulation applications, and real time problem resolution needs from the DOUG customer base.

DELIVERABLES & SCHEDULES:

1. Approximately 4 hr. /day of EVA/SSRMS crew training support in the VR Lab.
2. DOUG Flight/training software/configuration deliveries per CRCP schedules.
3. Two (2) minor releases of DOUG software.
4. Releases and documentation suite for DOUG, including the following documents for all released versions:
    a. User's Guide
    b. Tutorial
    c. Version Description Document
    d. Software Requirements Specification
    e. Software Management Plan
    f. Verification and Validation Plan
    g. GCAR

5. Two (2) training simulator and DOUG scene database deliveries

DEPENDENCIES:

None

SURVEILLANCE PLAN:

The Government will perform task order surveillance as detailed below.

Task order surveillance will include risk management techniques in the areas of technical performance, cost planning and reporting, schedule response, and significant achievements. Documentation of subtask status will be through monthly progress reports.

Technical performance is based on the contractor's ability to develop, deliver, integrate and test DOUG major releases and patch updates on schedule. The contractor shall effectively manage cost within the authorized task order value and perform accurate and timely cost reporting. Significant innovations/achievements include, but are not limited to: (1) breakthrough hardware/software technologies, and/or (2) enhanced software tools and environment capabilities, (3) process and/or procedure improvements. The contractor shall develop a risk mitigation plan to effectively deal with technical, cost, and schedule risks.

Monitoring and assessing contractor performance shall consist of weekly meetings

between the NASA Task Order Manager and the contractor’s Project Lead.

ATTACHMENT L-05

Sample Task Order 5

TASK ORDER TITLE: Orion Multi-Purpose Crew Vehicle Software Systems Engineering Support

PERIOD OF PERFORMANCE: 12 Months (September 1, 2014 – August 31, 2015)

TASK OVERVIEW

The contractor shall provide software subsystem engineering services for the Orion Multi-Purpose Crew Vehicle (MPCV) in support of Flight Software Development, Vehicle Systems Management (VSM) functions, Systems Engineering and Integration (SE&I) support for software systems, and Test and Simulations. This work will include requirements and architecture assessment, design analysis, technical oversight, and collaboration with the Orion prime contractor and multiple vehicle systems and subsystems for life cycle implementation.
The Test and Simulation activities will include spacecraft modeling and simulation prototyping, development, and avionics integration and test. Expertise with ER7's Trick simulation tool and related spacecraft vehicle simulations and math models are critical skills required for this task. Trick based simulation applications, such as Osiris and OrionSim will be highly used in support of this task. Avionics, IO pump architectures and the related software skills for Single Board Computers, compact Peripheral Component Interconnect (cPCI), PCI extensions for Instrumentation (PXI) and National Instruments hardware/software are required. This task requires knowledge of full life cycle support of simulation and avionics facility development including requirements definition, design, and prototyping.

The contractor shall also provide support for JSC Software Engineering Process Group (SEPG), Engineering Directorate SEPG, and the development and tracking of metrics.

The work in this task order is performed under the contract Statement of Work paragraphs 2.1 Software Systems Engineering and Integration, and 2.2 Software Engineering Analysis Test Bed.

TECHNICAL REQUIREMENTS

The contractor shall perform the following:

Software Systems Oversight

1. Provide oversight and insight support to:
    a. Orion prime contractor's flight software requirements, architecture, design and life cycle implementation.
    b. Orion Command and Data Handling (C&DH) Software Function Manager

c. Orion Flight Software System Manager for Displays and Controls
d. Orion VSM System Manager
e. Orion Software Architect and VSM Systems Engineering and Integration (SE&I) lead
f. Orion Electrical Ground Support Equipment (EGSE) system to the Orion Software EGSE Software Function Manager.

SE&I Support for Flight Software, VSM, and EGSE

2. Provide support for software architecture analysis for:
    a. Avionics and software architectures for completeness, feasibility, and robustness
    b. VSM function requirements, design, integration, verification, product certification and acceptance
    c. Investigations, measurement, and prototyping efforts of Orion flight software for purposes of analyzing Orion software architecture and providing design recommendations
    d. The development of interfaces between Orion and the Launch Vehicle. Review interface requirements for this interface.
    e. Develop tools to evaluate the allocation of functionality among partitions with the goal of decreasing data coupling between partitions and increasing the efficiency of execution
    f. Evaluate the necessary interactions between the Backup Flight Control Systems and the Primary Flight Control Systems
    g. Perform analyses and provide support in the Orion prime contractor's development of EGSE software requirements. Identify interface requirement issues between EGSE and external stakeholders.
    h. Evaluation of EGSE Software inputs to the Data and Command Dictionary.

Test and Simulation

3. Provide support for software testing as follows:
    a. Development of a partition level test environment for desktop evaluation of Orion flight software and interfaces
    b. Development of the verification success criteria, test plans, procedures, and reports for the VSM and C&DH functional areas
    c. In-house test bed analysis and evaluation of critical or risk elements in Orion flight software
    d. Coordination and planning for integrated testing between Orion and the Mission Control Center (MCC) and Orion and Ground Systems (KSC)
    e. Oversight of the Orion software unit testing activities including the prime contractor's use of testing tools
    f. Development of Flight Software (FSW) test procedures including training on the use of the Lockheed Martin Software Only Crew Exploration Vehicle (CEV) Risk Reduction Analysis and Test Engineering Simulator (SOCRRATES) tool and Vehicle Main Computer (VMC) Test Bed (VTB)

testbed
g. Provide consultation to Independent Verification and Validation (IV&V) with regard to their performance of test assessment and testing support

4. Provide support for integrated vehicle software testing including
    a. Simulation and avionics prototyping, development, and trade studies.
    b. VTB EGSE Unit (VEU) integration with the Houston Orion Test Hardware (HOTH).

5. Provide NASA and contractor facility support including:
    c. Working with NASA and the Orion prime contractor to integrate avionics hardware/software IO Pump architecture.
    d. Support setup, configuration, and integration of IO Pump hardware to interface with various simulation, emulation, and flight hardware elements.
    e. Integrate and test Time Triggered GB hardware.
    f. Integrate and test with National Instruments/Labview/Hypervisor software and hardware.
    g. Support evolution of Kedalion/HOTH for configurations as required to support integration and flight tests.

JSC SEPG, EA SEPG, Metrics

6. Perform metrics analysis of Spacecraft Software Engineering Team (SSET) projects. Assess adequacy of project metrics as presented during the scheduled Project Status Review (PSR) meeting of the SSET and ensure actions are recorded during the meetings to address metrics issues. Advance improvement in metrics to the EA SEPG.

7. Support EA and JSC SEPG process improvement activities such as project coaching, Capability Maturity Model Integration (CMMI) driven improvements, and assessments of effectiveness of EA-WI-035 and EA-WI-025.

DELIVERABLES AND SCHEDULES

System Software Oversight

SE&I Support for Flight Software, VSM, and EGSE

1. Analysis reports, evaluations, and associated prototyped code for one (1) Orion Detailed Design review:
    a. C&DH
    b. Display and Controls
    c. VSM
    d. EGSE

e. Flight software Architecture/SE&I product deliveries

2. Analysis reports, evaluations, and associated prototyped code for two (2) Orion formal software deliveries:
   a. C&DH
   b. VSM
   c. Flight software Architecture/SE&I product deliveries

3. One (1) delivery of tools for evaluating the allocation of functionality among partitions with the goal of decreasing data coupling between partitions and increasing the efficiency of execution

4. One (1) report providing analysis and recommendations for the primary partition group and possible alternatives.

5. One (1) evaluation of the necessary interactions between the Backup Flight Control System and the Primary Flight Control System

6. Three (3) software code reviews for the EGSE software.

Test and Simulation

1. One (1) delivery of test development and execution environment for evaluation of Orion flight software partition software and interfaces.

2. Analysis of Orion prime contractor Software T&V products for one (1) Orion Software Verification Readiness Review.

3. Maintain the Orion Data Network Recorder (ODN-R).
   a. Workstation computer with two quad-port network interface cards.
   b. Apcon data switch.
   c. Solera data recorder.

4. Support three (3) trips of 3-4 days duration to Denver for Simulation Software Integration meetings.

JSC SEPG, EA SEPG, Metrics

5. Project Status Reviews for SSET (bi-weekly)

6. Four (4) analysis reports, evaluations and any associated prototyped templates and processes for JSC SEPG, and EA SEPG.

DEPENDENCIES

1. NASA shall provide access to required resources at JSC.

SURVEILLANCE PLAN

Task order surveillance will include risk management techniques in the area of technical performance, cost planning and reporting, schedule response, and significant achievements. Documentation of task status will be through monthly progress reports.

Technical performance is based on the contractor's ability to develop, deliver, integrate and test the project software technologies on schedule. The contractor shall effectively manage cost within the authorized task order value and perform accurate and timely cost reporting. Significant innovations/achievements include, but are not limited to: 1) Process and/or procedure improvements, 2) Breakthrough software technologies, and/or 3) Enhanced software tools and environment capabilities. The implementation of a concept that results in enhanced response times, improved quality of products, or cost savings. The contractor shall develop a risk mitigation plan to effectively deal with technical, cost, and schedule risks.

Monitoring and assessing contractor performance shall consist of weekly meetings between the NASA Task Order Manager, the contractor's Project Lead, and with the leads for the specific areas being supported.

ATTACHMENT L-06

Sample Task Order 6

TASK ORDER TITLE: Vertical Testbed Software Development & Engineering Support

PERIOD OF PERFORMANCE: 12 Months (September 1, 2014 – August 31, 2015)

TASK OVERVIEW

The contractor shall provide services for the development, maintenance, and support of software relating to the vertical test bed project.

The objective is to provide systems engineering, integration, and software development support for the Vertical Testbed flight and simulation software. This task includes special software development, integration, and testing of the software within the spacecraft and simulation software frameworks, and maintaining an infrastructure supporting this development.

The work in this task order is performed under the contract Statement of Work paragraphs 2.3 Guidance, Navigation, and Control (GN&C) Software Development and 2.4 Advanced Robotics Software.

TECHNICAL REQUIREMENTS

The contractor shall perform the following:

1. Provide software development support to the vertical test bed flight software. This effort includes providing end-to-end spacecraft software integration and software engineering both on-site and at remote vertical testbed operations centers. A specialty in embedded real-time system level programming (e.g. VxWorks), system synchronization, timing, fault tolerance, guidance, navigation, control, familiarization with the Core Flight Executive/Core Flight Software (CFE/CFS) architecture implementation, and sensor integration is required. This effort also includes targeted flight software programming assignments as identified.

2. Provide vertical testbed development and test environment infrastructure, tool, and license support to enable programmers to develop, manage, and store software and data. This includes support and maintenance for vertical testbed laboratories such as the Navigation System Test Lab (NSTL), the Hardware-in-the-loop Autonomous Landing Hazard Avoidance Technology (ALHAT) System Testbed (HAST) and supporting access from remote locations (e.g. vehicle

hanger, control center, and remote field test locations).

3. Provide software development in support of modeling and simulation of the Vertical Test Bed. This effort includes maintaining and further developing the vertical testbed simulation software package with models of specific vehicle hardware, systems, payloads, field test locations and trajectories, the acquisition/development/distribution of sensor emulators and capabilities needed to fully support flight software development and testing.

DELIVERABLES AND SCHEDULES

1. Production, loading and Configuration Management (CM) of flight software onto the vertical testbed vehicle that successfully integrates GNC and multiple modules in support of spacecraft field tests both locally and at remote test sites such as Langley Research Center, Stennis Space Center, and Kennedy Space Center (KSC). Production of new flight software builds approximately once/month or more throughout reporting period.

2. Flight software programming assignments as identified including but not limited to integration of ALHAT/ Hazard Detection System (HDS) sensors, system time synchronization with GPS time pulse, and integration of GNC sensor/algorithm updates. Support the buildup and operations activities at multiple NASA centers associated with the new vertical testbed vehicles being developed. Support of high altitude flight testing at KSC that incorporate the ALHAT sensors.

3. Setup, maintenance, and support of the workstation portion of the vertical testbed development infrastructure, identifying areas where expansion is needed, continuing to provide existing Wind River Systems VxWorks Real Time Operating support (including maintenance agreements), renewing software licenses as they expire, updating requirements, and supporting users conducting software development.

4. Maintain and extend the capabilities of the vertical testbed simulation software suite to include support for project plans, including ALHAT/ HDS modeling integration and development, ALHAT / HDS flight test trajectory modeling, modeling support for new vertical testbed vehicle systems including additional engines and new Reaction Control System (RCS) thrusters, and the production of updated simulation software builds approximately once per month throughout the reporting period.

5. Support three (3), two-week spacecraft field tests to NASA KSC.

DEPENDENCIES

None

SURVEILLANCE PLAN

Task order surveillance will include risk management techniques in the area of technical performance, cost planning and reporting, schedule response, and significant achievements. Documentation of task status will be through monthly progress reports.

Technical performance is based on the contractor's ability to develop, deliver, integrate and test the project software technologies on schedule. The contractor shall effectively manage cost within the authorized task order value and perform accurate and timely cost reporting. Significant innovations/achievements include, but are not limited to: 1) Process and/or procedure improvements, 2) Breakthrough software technologies, and/or 3) Enhanced software tools and environment capabilities. The implementation of a concept that results in enhanced response times, improved quality of products, or cost savings. The contractor shall develop a risk mitigation plan to effectively deal with technical, cost, and schedule risks.

Monitoring and assessing contractor performance shall consist of bi-weekly meetings between the NASA Task Order Manager and the contractor's Project Lead.

ATTACHMENT L-07 KEY PERSONNEL RESUME

Complete one form for each proposed Key Person. The resume shall not exceed two pages.

1. Name

2. Education

    a. Degrees, dates, majors, schools
    b. Other education or training and dates
    c. Licenses, certifications, or professional designations (locations)

3. Proposed assignment: title and organizational element

4. Current position and beginning date

5. Current significant responsibilities or projects

6. Previous positions (last five years)

    a. Firm and period of employment
    b. Significant experience
    c. Specific projects
    d. Immediate supervisors' name, address, telephone number and employer. (Indicate if current supervisor may be contacted)
    e. Other references that may be contacted

7. Professional activities and achievements

    a. Awards
    b. Significant publications
    c. Professional societies
    d. Significant achievements

8. Unique qualifications. Summarize any relevant unique experience, education, or personal characteristics that may not be evident from the above information.

9. Evidence of commitment to the program.

ATTACHMENT L-08 – PAST PERFORMANCE QUESTIONNAIRE

Complete one set of letters and forms for each Past Performance reference. Additional space or blank sheets may be added to answer any question.

Transmittal Letter to Accompany Present/Past Performance Questionnaire

FROM:

SUBJECT: Present/Past Performance Questionnaire for Contract(s):

We are currently responding to NASA Johnson Space Center's (JSC's) Request for Proposal (RFP). This RFP requires Offerors to identify customers and solicit their response regarding our performance/the performance of the Program Manager identified.

We are providing present and past performance data to NASA JSC relating to our performance/the performance of the Program Manager identified on contract _____ (contract name/number/Program Manager name). The RFP instructs that we provide our customers with the attached questionnaire and requests that you provide requested data and submit it by _____ directly to:

SR&SD SST II
Attn: Stacy G. Houston/BH2
NASA Johnson Space Center
2101 NASA Parkway
Houston, TX 77058
stacy.g.houston@nasa.gov

You are also encouraged to email the questionnaire(s).
The information contained in the completed Past Performance Questionnaire is considered sensitive and cannot be released to us, the Offeror. If you have any questions about the acquisition or the attached questionnaire, your questions must be directed back to the JSC point of contact identified above. Thank you for your timely assistance.

Sincerely,

(Company Official)

Offeror Identification

Please provide the following information:

1. Contractor Information (Company/ Division/ Mailing Address):

_____
__

_____

_____
__

2. Contractor Cage Code: _____
3. Contractor Tax ID Number: _____
4. Contractor DUNS Number: _____

5. Contract Name:

_____
6. Contract Number: _____
7. Contract Type: _____

8. Product/Service Description:

_____
__

_____
__

9. During this contract period of performance, this firm was the:

- ☐ Prime Contractor
- ☐ Significant Subcontractor
- ☐ Team Member
- ☐ Other (please describe): _____

What percentage of the Total Contract Value for this contract did the firm perform and what is the Total Contract Value?

Percentage of work performed by contractor _____
Total contract value _____

10. Does a corporate or ownership relationship exist between the contractor being evaluated and your organization?
    - ☐ No
    - ☐ Yes – If yes, please describe the relationship:_____
11. Unusual contract features or conditions:

Past Performance Evaluation

Based on your knowledge of the contract identified above, please provide your assessment of how well the contractor performed on each of the following questions. It is very important to keep in mind that only performance in the ***past 3 years*** is relevant.

Please rate the contractor as described below in the following technical, schedule, cost, and general areas. Please give a short narrative as to why you chose the adjective you did, especially for those answers that are other than "satisfactory."

Excellent (E) – Of exceptional merit, with one or more significant strengths. No deficiency or significant weakness exists.

Very Good (VG) – No deficiency and which demonstrates over-all competence. One or more significant strengths have been found, and strengths outbalance any weaknesses that exist.

Good (G) – Having no deficiency and which shows a reasonably sound response. There may be strengths or weaknesses, or both. As a whole, weaknesses not off-set by strengths do not significantly detract from the Offeror's response.

Fair (F) – Having no deficiency and which has one or more weaknesses. Weaknesses outbalance any strengths.

Poor/Unsatisfactory (P) – Has one or more deficiencies or significant weaknesses that demonstrate a lack of overall competence or would require a major proposal revision to correct.

Past Performance Evaluation

TECHNICAL PERFORMANCE

A. Overall performance in planning and controlling the program:
- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

B. Overall quality of technical services and support:
- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

C. Initiative in identifying and resolving unforeseen technical and schedule problems (causes, impacts, and resolutions):
- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

D. Identification, surveillance and management of major/critical subcontractors:
- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

E. Contractor's ability to correct performance weaknesses:
- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

F. Ability to use metrics and other tools to accurately measure and track program:
- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

G. Particular details of any accidents or industrial illnesses resulting in lost time:
- ☐ Excellent

☐ Very Good
☐ Good
☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

H. Other particular strong/weak points of contractor's technical performance.
☐ Excellent
☐ Very Good
☐ Good
☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

I. Ability to attract and retain proper technical skill-set to ensure technical performance.
☐ Excellent
☐ Very Good
☐ Good
☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____
_____
_____

SCHEDULE PERFORMANCE

A. Ability to provide a qualified workforce to fulfill schedule requirements:
☐ Excellent
☐ Very Good

☐ Good
☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

B. Content, accuracy, and timeliness of technical reports:
☐ Excellent
☐ Very Good
☐ Good
☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

C. Adherence to task schedules:
☐ Excellent
☐ Very Good
☐ Good
☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

D. Timeliness and accuracy of cost and business reports:
☐ Excellent
☐ Very Good
☐ Good
☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

E. Timeliness of training/certifications to meet contract requirements:

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

CONTRACT MANAGEMENT AND COST PERFORMANCE

A. Contract Value:

	Initial Value	Current/Final Value
Estimated Cost	$_____	$_____
Fee/Fee	$_____	$_____
Total Value	$_____	$_____

Briefly describe any change(s) from original contract value:

_____

_____

_____

B. Adherence to estimated costs and contract cost targets:

- ☐ Excellent
- ☐ Very Good
- ☐ Good

☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

C. Was there a cost overrun/under-run?
☐ No
☐ Yes – If yes, what was the magnitude? Please explain:

Comments:

_____

_____

_____

D. Does the contract have ceilings rates?
☐ No
☐ Yes – If yes, what are the rates?

Comments:

_____

_____

_____

E. Has the contractor exceeded the rates?
☐ No
☐ Yes – If yes, please explain:

Comments:

_____

_____

_____

F. Ability to effectively plan efforts, provide realistic cost and schedule estimates, etc:

☐ Excellent
☐ Very Good
☐ Good
☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

G. Ability to anticipate, identify and control costs:
☐ Excellent
☐ Very Good
☐ Good
☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

H. Ability to submit accurately and timely financial reports and credible forecasts of future resource requirements:
☐ Excellent
☐ Very Good
☐ Good
☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

I. Business Management performance (discuss degree of monitoring/guidance required in contract administration):
☐ Excellent

☐ Very Good
☐ Good
☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

J. Contract change order management (discuss contractor commitment to negotiate and implement contract changes in a timely manner):
☐ Excellent
☐ Very Good
☐ Good
☐ Fair
☐ Poor/Unsatisfactory

Comments:

_____

_____

_____

K. If any export control considerations are involved in this contract, describe any issues associated with this contractor obtaining and maintaining required Export Control Licenses:

Comments: _____
_____
_____

L. If an award/incentive fee type contract:

Percent of available Award/Incentive Fee earned: _____%
Provide last 6 Award Fee Scores:

Award/Incentive Fee Period # _____ Score: _____
Award/Incentive Fee Period # _____ Score: _____
Award/Incentive Fee Period # _____ Score: _____
Award/Incentive Fee Period # _____ Score: _____
Award/Incentive Fee Period # _____ Score: _____
Award/Incentive Fee Period # _____ Score: _____

M. Has the contract been partially or completely terminated for default or convenience?

☐ No

☐ Yes – If yes, please explain the reason for termination (i.e., inability to meet cost or delivery schedules, performance, etc:

Comments:

_____

_____

_____

RESPONDENT INFORMATION

A. Name of evaluator:

_____

B. Position title:

_____

C. Agency/Company Name:

_____

Mailing Address: _____

_____

_____

Telephone Number: _____

Facsimile Number: _____

E-Mail Address: _____

D. Your role in the program/contract:

---

5. Length of involvement in this program/contract: _____

E. Date questionnaire completed: _____

ATTACHMENT L-09 – COST PROPOSAL TEMPLATES (excel spreadsheets)

ATTACHMENT L-10 – PAST PERFORMANCE RELEVANCY MATRIX

Past Performance Information.xlsx

ATTACHMENT L-11 – PAST PERFORMANCE CONSENT LETTER

Past Performance Consent Letters

PAST PERFORMANCE CONSENT LETTER

SUBCONTRACTOR/TEAMING PARTNER/ PROPOSED PROGRAM MANAGER CONSENT FORM FOR THE RELEASE OF PAST AND PRESENT PERFORMANCE INFORMATION TO THE PRIME CONTRACTOR

[Past performance information concerning proposed program manager, subcontractors and teaming partners cannot be disclosed to a private party without the subcontractor‘s or teaming partner‘s consent. Because a prime contractor is a private party, the Government will need that consent before disclosing key personnel, subcontractor/teaming partner past and present performance information to the prime during exchanges. In an effort to assist the Government in assessing your past performance relevancy and confidence, we request that the following consent form be completed by the major subcontractors/teaming partners identified in your proposal. The completed consent forms should be submitted as part of your Past Performance Volume]

SAMPLE

Dear (Contracting Officer)

We are currently participating as a (program manager, subcontractor/teaming partner) with (prime contractor or name of entity providing proposal) in responding to the NASA, Johnson Space Center, Request for Proposal (solicitation number) for the (program title or description of effort).

We understand that the Government is placing increased emphasis on past performance in order to obtain best value in source selections. In order to facilitate the performance confidence assessment process, we are signing this consent form to allow you to discuss our past and present performance information with the prime contractor during the source selection process.

_____

(Signature and Title of individual who has the authority to sign for and legally bind the company)

Company Name:

Address:

ATTACHMENT L-12 – SMALL BUSINESS SUBCONTRACTING TABLES

EXAMPLE:

Example of Subcontracting Goals, expressed in both contract value and subcontract value, for a contract proposed at $100M with estimated subcontracts of $50M:

	Column A	***Column B***	***Column C***
Business Category	**Goal as Percent of Contract Value**	**Dollar Value to be subcontracted per Category**	**Goal as Percent of Subcontracting Value**
Small Business Concerns	25 percent	$25,000,000	50 percent
Large Business Concerns	n/a	$25,000,000	50 percent
Total Dollars to be Subcontracted	n/a	$50,000,000	100 percent
The following small business subcategories do not necessarily add up to the percentage and dollar amount in the "Small Business Concerns" category above, since some small businesses do not fall into any of the subcategories below, while others will fall into more than one subcategory below.			
Subcategories of Small Business Concerns			
Women Owned Small Business Concerns	9 percent	$9,000,000	18 percent
Small Disadvantaged Business Concerns	5.5 percent	$5,500,000	11 percent
Veteran Owned Small Business Concerns	2.5 percent	$2,500,000	5 percent
Service-Disabled Veteran-Owned Small Business Concerns	1.5 percent	$1,500,000	3 percent
HUBZone Small Business Concerns	1.5 percent	$1,500,000	3 percent
Historically Black Colleges and Universities/Minority Institutions	1.5 percent	$1,500,000	3 percent

It is recommended that Offerors first complete Column B by entering the dollar amount the Offeror proposes to subcontract to each business category and subcategory.

To complete Column A, divide the dollar amount in Column B by the **total offered price of the proposal** (that is, total contract value). In the example above, Column A for Veteran Owned Business Concerns = $2,500,000 divided by $100,000,000, or 2.5 percent.

To complete column C, divide the corresponding amount in Column B by the amount in the "Total Dollars to be Subcontracted" cell in Column B. In the example above,

Column C for Women-Owned Small Businesses = $9,000,000 divided by $50,000,000, or 18 percent.

Note: the “Total Dollars to be Subcontracted” amount in Column C will always be that category divided by itself (100 percent if any dollars are subcontracted).

[END OF SECTION]